Exhibitor Services Manual

School Boards NJSBA 2015
October 27 - 29, 2015
October 27 - 28, 2015 (Exhibit Floor Open)
Atlantic City Convention Center
Atlantic City, NJ

Presented By

Yesterday's Values *Tomorrow's Vision* *Delivered Today*

Headquarters
115 Moonachie Avenue
Moonachie, NJ 07074
201.994.1300 phone
201.994.1350 fax

Edison
97 Sunfield Avenue
Edison, NJ 08837
732.346.0800 phone
732.346.1811 fax

Toronto, Canada
69 Wilkes Crescent
Toronto, ON M1L 084
416.907.8579 phone
201.994.1350 fax

Las Vegas
5220 Cameron Street
Las Vegas, NV 89118
702.435.7483 phone
702.435.7417 fax

Metropolitan Exposition Services, Inc.

www.metro-expo.com

Table of Contents

METROPOLITAN exposition

Table of Contents 2

GENERAL INFORMATION

Show Information 9

PAYMENT INFORMATION

Payment Authorization Form 11
Third Party Billing Request 12

FURNITURE & ACCESSORIES

Standard Furniture & Accessories 13
Standard Furniture & Accessories Order Form 14
Furniture Package Order Form 15
Furniture Package Order Form 16
Executive Collection 17
Executive Collection 18
Executive Collection Order Form 19
Standard Carpet Order Form 20
Custom Cut & Plush Carpet Order Form 21

EXHIBIT & DISPLAY SOLUTIONS

Products & Services 31
Signage & Graphics Order Form 40
Graphic File Compatibility Info 41

RULES & REGULATIONS

Atlantic City Convention Center Union Jurisdictions 42

LABOR & RIGGING

Labor Order Form 43
Key Information Page 44
Official Contractor Information 45
Exhibitor Appointed Contractor Notification 46
Hanging Signs / Banner Shipping Info 47
Hanging Signs / Banners Order Form 48
In-Booth Forklift Order Form 49

MATERIAL HANDLING & SHIPPING INFORMATION

Shipping Bulletin 50
Shipping/Material Handling Guidelines (1 of 2) 51
Shipping/Material Handling Guidelines (2 of 2) 52
Shipping Information 53
Material Handling Order Form 54
Shipping Labels 55
Cartload Order Form 56
Hand Carry Guidelines 57
Vehicle Spotting Order Form 58
Metropolitan Exposition Transportation Inbound Form 59
Outbound Shipping Form 61

TERMS & CONDITIONS

Terms & Conditions - Payment & Labor 62
Terms & Conditions - Material Handling (1 of 2) 63
Terms & Conditions - Material Handling (2 of 2) 64

VENUE FORMS

ACCC Client Utilities Forms 66
Audio Visual Order Form 73
ACCC Smart City Forms 74
Exhibitor Menu 79
Security Services 82
Innovative Lead Retrieval Solutions 83

Workshop 2015 - Exhibitor Manual

This exhibit manual is designed to assist you in making your exhibit experience as pleasurable as possible. Both the official services contractor, Metropolitan Exposition and show management (NJSBA) are ready to assist you in your planning stage.

All orders must be paid in advance, either by credit card, check or money order. Prices increase on October 12, 2015 and at show site. To save money, place your orders early using the appropriate order forms.

In order to eliminate some of the long waiting lines at move-in and move-out, it is recommended that you ship your materials and equipment to the Metropolitan Exposition' warehouse in advance. When your set-up crew arrives on Monday, October 26, they will find all of your equipment in your booth, ready to be unpacked and set-up. If you have the kind of display that must be assembled, you can order the labor from Metropolitan Exposition without worrying that you might still be in line to unload.

We look forward to your participation and hope you have a pleasant and profitable exhibit experience.

Booth Equipment/Furniture

All standard commercial booths are equipped with 3' draped sidewalls, 8'draped back wall and a 7" x 44" booth identification sign listing company name and booth number. This information for the 7" x 44" booth identification sign will be taken from your Exhibit Space Contract unless notified otherwise. All changes must be made in writing to Metropolitan Exposition Services.

Business Center

Located in the atrium level of the Atlantic City Convention Center. Hours of operation are during show hours.

Cleaning Services

Individual booth cleaning services are available through the Atlantic City Convention Center (see enclosed order form).

Metropolitan Exposition Service Desk

The service desk for carpet, equipment, furniture, lead retrieval, common labor, voice, video and data communications services will be located at the far back of Hall D.

Show Management Office

Is located to the left as you enter Hall D of the Atlantic City Convention Center.

Display Limitations

So that the display value of any exhibitor's booth is not diminished, the following limitations are established: Signs, partitions, apparatus, shelving, or any other construction shall not extend more than eight feet above the floor or more than four feet forward from the back wall of the

booth, with the exception of products, unless written permission is obtained from Show Management.

Display between back construction and front of booth may be no higher than four feet.

End cap booths must hold their 8' high backdrop to a width of 12'. There must be 4' on each side of the backdrop that goes no higher than 4' to the aisle so not to block the view of the other vendors located in the rows behind the end cap booth.

No interference with the light or view of other exhibitors will be permitted.

All aisle space is under the control of Show Management and shall not be used for exhibit or demonstration purposes.

Tacking or nailing signs, banners, etc., to any permanent walls or woodwork will not be permitted. Any damage to the Atlantic City Convention Center property through the carelessness of exhibitors or their agents must be paid for by the exhibitor causing such damage.

Public address or amplifying systems projecting sound beyond the exhibitor's booth are not allowed.

Show Management reserves the right to install decorative treatment in any area.

Show Management also reserves the right to correct violations of exhibit regulations in an exhibitor's area at the exhibitor's expense and as agent for the exhibitor.

Show Management shall have full power to interpret and/or amend all rules and make any additional rules and regulations which, in its sole discretion, shall be in the best interest of the exhibit.

Drayage

The unloading and movement of freight from the exhibitor's vehicle to the booth and return, through the loading docks, is in the jurisdiction of Metropolitan Exposition, the official drayage company. Metro has full control of all traffic at the loading dock to prevent tie-ups, and all freight being delivered to keep the exhibit hall aisles clear.

Shipping in advance will save your company money. There will be no lines to wait in at the loading dock. All of your freight will be delivered directly to your booth. Take advantage of the special advance shipping rates. An order form with complete instructions is enclosed.

Empty Crate Storage

All empty crate storage must be handled by Metropolitan Exposition. Metro Expo will only be responsible for the empty crate storage of the freight and materials that is shipped in advance or from the loading dock. Storage of crates and boxes behind booth drapes is prohibited.

Exhibit Installation

All displays and exhibits must be in place by 9:00 a.m., Tuesday, October 27. Any space not claimed and occupied or for which no special arrangements have been made prior to 5:00 p.m. Monday, October 26, may be resold or reassigned by Show Management without obligation on the part of Show Management for any refund whatsoever.

No installing, dismantling, rearranging, major repairs, servicing, removing or supplementing of exhibits will be permitted during the exhibit hours without permission of Show Management

All exhibitors using the loading dock entrance must install their exhibit on Monday, October 26. There will be no loading dock entrance deliveries after 7 p.m. on October 26.

You may bring hand-carry exhibits (no 4-wheeled carts or dollies) through the front doors. Hand-carried exhibits are defined as anything that can be carried by hand in one load.

POV Unloading **(Personally Owned Vehicles)**

If you choose to hand carry your exhibit materials, you will be permitted access to the loading dock area, designated by Metropolitan with a time limit of 20 minutes. POVs consist of vehicles no larger than a Van, Company Van, and Mini Van. Exhibitors may hand carry only (no four wheeled carts).

Your cooperation is needed in following the standards procedures in order to expedite move-in and move-out.

Installation Monday, October 26 7:30 a.m. – 7:30 p.m.

Exhibitor Badge Pick up and Check-in

Although you do not need a badge to set-up your booth area – we strongly encourage you to get your badges sometime on Monday before you leave the building so you do not have to stand in lines on Tuesday morning

Monday, October 26	11:00 a.m. – 5:00 p.m.
Tuesday, October 27	8:30 a.m. –5:00 p.m.
Wednesday, October 28	8:30 a.m. – Noon

Exhibit Hours

Tuesday, October 27	9:00 a.m. to 5:00 p.m.
Wednesday, October 28	9:00 a.m. to 4:00 p.m.

Please keep in mind that that there will be programming continuing on the exhibit floor through 4 p.m. on Wednesday.

Exhibit Dismantle

Dismantling of displays may not begin before 4:00 p.m. on Wednesday, October 28. There will be a $500 charge to any companies tearing down before 4:00 p.m. on Wednesday. Exhibitors will also lose their priority status for future exhibitions. You may pack boxes prior, but tearing down the backdrops and packing large equipment will constitute early breakdown.

Exhibit Dismantle Schedule

Wednesday, October 27	4:00 p.m. – 9:00 p.m.
Thursday, October 28	8:00 a.m. – 10:00 a.m.

Exhibitors are requested NOT to offer gratuities to laborers or other personnel for special favors.

NJSBA/NJASA/NJASBO and Atlantic City Convention Center will not be responsible for materials left in the exhibit hall after 10:00 a.m. on Thursday, October 29.

Mandatory Carpet

Please be aware that carpet is mandatory for all exhibitors. If you do not submit an order for carpet or notify Metropolitan Exposition in writing that you will be providing your own carpeting or flooring, then carpeting will be placed in your booth space and your credit card on file will be charged accordingly.

You may bring your own carpeting – however you must let Metropolitan Exposition know your intentions **prior** to set up day.

Fire Regulations

All decorations, drapes, signs, banners, acoustical materials, plastic cloth and similar decorative materials shall be fire-resistant and in accord with the standard by the National Board of Fire Underwriters. Any gasoline-powered vehicle and equipment brought into the hall for exhibit purposes shall have both battery leads disconnected form each set of batteries. Fuel tanks shall not be more than one quarter to one half full.

All motor-vehicle tanks shall be furnished with locking-type caps. Each gasoline-powered equipment must have adequate portable fire extinguishers in their display area.

Headquarters Hotel

Harrah's Resort Hotel
777 Harrah's Boulevard
Atlantic City, NJ

Food & Beverage Services

Ovations is the exclusive supplier and retailer of all food and beverage services at the Atlantic City Convention Center. No food or beverage of any type will be allowed in the Expo Center without the written consent of Ovations.

Insurance

Exhibitors should secure insurance at their own costs and expense. NJSBA/NJASA/NJASBO and Atlantic City Convention Center assume no risk and will not be responsible for loss, damage, or injury that may occur to the exhibitor's property, employee, or agents prior to, during or subsequent to the period of the Exhibition and workshop. The exhibitor expressly releases NJSBA/NJASA/NJASBO and the Atlantic City Convention Center of and from any and all liability for any damage, injury or loss to any persons or goods, from any cause whatsoever unless due to negligent or willful acts of the NJSBA/NJASA/NJASBO or any of their employees, agents, or servants. It is also agreed that exhibitors will assume all responsibility for any damage, injury or loss to the premises in which said exhibit is held, or to any persons or goods, caused by their exhibit or the negligent or willful acts of their employees or agents. Exhibitors shall indemnify and save harmless NJSBA/NJASA/NJASB and the Atlantic City Convention Center from all liability which may ensue from any cause whatsoever.

Exhibitors are prohibited from using any form of music in conjunction with their exhibit. Neither NJSBA/NJASA/NJASBO will be held responsible for any lawsuit resulting from a copyright infringement claim arising out of such use. The exhibitor agrees to indemnify and hold harmless the NJSBA/NJASA/NJASBO from any cost resulting from said lawsuit.

Internet & Telephone Rental Services

Order forms for these are included in the back of the Decorator Service Kit.

Official General Service Contractor

Metropolitan Exposition will maintain a service desk on the exhibit floor to the extreme left. Preordering of decorator labor, furniture, carpeting, drayage and other requirements is recommended. All orders placed with them at the show must be paid for in cash or credit card.

The service desk will handle all materials and shipments coming into or going out of the hall through the freight doors.

NOTE: If you intend to use an independent service contractor to set up your exhibit, you must send convention management the name and address of the contractor and a copy of their insurance coverage by October 1.

Restrictions

Direct selling and order taking are prohibited.
Solicitation or distribution of material outside the exhibitor's booth and other practices which result in annoyance or complaint from an exhibitor or attendee are prohibited.
SMOKING IS PROHIBITED in all areas of the Atlantic City Convention Center. If an exhibitor or attendee wishes to smoke, they can do so outside the building in designated areas.

Security

NJSBA/NJASA/NJASBO will furnish fire watch guards, but will not guarantee exhibitor against loss of any kind. NJSBA/NJASA/NJASBO and Atlantic City Convention Center shall be under no liability for loss of, or damage to, goods or property of exhibitors prior to or during the time of the exhibit. It is understood that consignment of goods is entirely at the risk of the exhibitor. There is an order form in the back of the decorator kit to order specific booth security if you choose.

Summary

Please complete all necessary forms and arrangements as soon as possible. This will enable the contractors to render optimum service to you. Thank you for your cooperation. If you have any questions, contact Lynn Anderson via email – landerson@njsba.org or by phone 609-278-5223.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for School Boards NJSBA 2015, being held October 27 - 28, 2015, at the Atlantic City Convention Center.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

EACH 10' x 10' EXHIBIT BOOTH INCLUDES:

- 8' High Back Wall
- 3' High Side Rail
- (1) 7" x 44" ID Sign

*Please note that the aisles are carpeted. The exhibit area is **not** carpeted*

Flooring is required for all booths. *If you would like to order carpet or a furniture package you can place an order through the Metro Online Store or use the forms provided in the manual. If you plan to bring your own flooring please notify Metropolitan Exposition at 201-994-1301. If an order has not been recieved and Metropolitan Exposition has not been notified prior to 5:00pm on Monday, Oct 26th a standard carpet will be placed in your booth and billed accordingly.*

EVENT SCHEDULE:

Exhibitor Move-In:	Monday	October 26, 2015	7:30am-7:00pm
Show Hours	Tuesday	October 27, 2015	9:00am-5:00pm
	Wednesday	October 28, 2015	9:00am-4:00pm
Exhibitor Move-Out:	Wednesday	October 28, 2015	4:00pm-10:00pm
	Thursday	October 29, 2015	8:00am-10:00am
Force Freight/Clear Floor	Thursday	October 29, 2015	10:00am

Metropolitan Exposition will begin returning empty shipping containers **at 4:00pm on October 28, 2015**; this process should take approximately four (4) hours. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 9:00pm on Wednesday, October 28, 2015 and 9:00am on Thursday, October .29, 2015

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

IMPORTANT DEADLINES Please check all order forms for additional deadlines

FURNITURE & CARPET	Deadline date for advance order discount:	October 12, 2015
FREIGHT	Shipments begin arriving at warehouse:	September 21, 2015
	Warehouse shipments deadline	October 19, 2015

Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.

Advance shipping to Metropolitan Exposition Warehouse:

This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.

School Boards NJSBA 2015
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
UPS Freight c/o Marano Trucking
9820 Blue Grass Rd
Philadelphia, PA 19114

Advance shipments can arrive beginning on:
September 21, 2015

Advance shipment deadline (avoid surcharges):
October 19, 2015
Warehouse receiving hours are 8:00am – 4:00pm

Direct shipping to Atlantic City Convention Center:

School Boards NJSBA 2015
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
Atlantic City Convention Center
One Convention Boulevard
Atlantic City, NJ 08401

Shipments can arrive to show site:
October 26, 2015 (7:30am-7:00pm)

Do not ship any materials to Atlantic City Convention Center before this time frame. Atlantic City Convention Center will not accept any shipments.

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Metropolitan Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

Phone:	201.994.1301
Fax:	201.994.1350
E-Mail:	Exhibitorservices@metro-expo.com
Web Site:	www.metro-expo.com

Payment Authorization Form

METROPOLITAN exposition
201.994.1300 (main) 201.994.1350 (fax)

METROPOLITAN exposition TRANSPORTATION
201.355.4109 (main) 201.355.4145 (fax)

METRO multimedia
201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	School Boards NJSBA 2015
	Phone:
Ordered by (Print):	
Email Address:	Fax:

CALCULATE ESTIMATED TOTALS

Furnishings and Accessories Order Forms		Signage & Graphics Order Form	
Executive Collection Order Form		Labor, Hanging Sign & In-Booth Forklift Orders	
Standard, Custom Cut & Plush Carpet Order Form		Material Handling Orders	
Booth Cleaning Order Form		Other (specify) _____	
Rental Exhibit & Accessories			
		Total Estimate with tax to Metropolitan Exposition Services, Inc.	
		Please initial for estimates for Metropolitan Exposition Services, Inc.	
Audio Visual / In-Show Network Orders		*Total Estimate with tax to MetroMultiMedia, Inc.*	
		Please initial for estimates for MetroMultiMedia, Inc.	
Metro-Trans Estimated Charges		*Total Estimate to Metropolitan Exposition Transportation, Inc.*	
		Please initial for estimates for Metropolitan Exposition Transportation, Inc.	

PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.
#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.
Company Check -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference **School Boards NJSBA 2015**. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.
* Please Note - Return checks are subject to a $25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**
Wire Transfers -If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a $25.00 surcharge for bank fees. **Please call for wire transfer details.**
Credit Card -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

☐ AMEX ☐ VISA ☐ MasterCard ☐ Discover

																	EXP. DATE
Account Number																	
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)												

Cardholder Printed Name:_____

Cardholder Billing Address: _____

City/State/Zip:_____

***** The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: _____ DATE: _____

PAYMENT POLICY: -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form **must** be in US Dollars from a US Bank.
TAX EXEMPT STATUS: -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)
EQUIPMENT: -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.

Third Party Billing Request

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

Exhibiting Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard ☐ Discover EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Exhibiting Company:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

Third Party Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard ☐ Discover EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Third Party:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

METROPOLITAN exposition

Standard Furniture & Accessories

Chairs

Upholstered Side Chair

Tall Stool

Draped & Undraped Tables

Pedestal Tables

Pedestal Table 30” High
Color: Black

Pedestal Table 42” High
Color: Black

Accessories

Chrome Easel

Retractable Stanchion

Wastebasket

Standard Furniture & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		Upholstered Side Chair	$68.93	$103.39	**N/A**	
		Tall Black Stool	$72.83	$109.24	**N/A**	
UNDRAPED TABLES		4' x 30" Undraped Table	$51.87	$77.81	**N/A**	
		6' x 30" Undraped Table	$75.12	$112.67	**N/A**	
		8' x 30" Undraped Table	$85.35	$128.04	**N/A**	
UNDRAPED COUNTERS		4' x 42" Undraped Counter	$68.28	$102.43	**N/A**	
		6' x 42" Undraped Counter	$94.95	$142.41	**N/A**	
		8' x 42" Undraped Counter	$102.43	$153.64	**N/A**	
UNDRAPED TABLE TOP RISERS		4' Wood Riser	$24.23	$36.35	**N/A**	
		6' Wood Riser	$29.91	$44.88	**N/A**	
DRAPED TABLES	***Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***					
		4' x 30" high Draped Table	$103.72	$155.59		
		6' x 30" high Draped Table	$150.21	$225.33		
		8' x 30" high Draped Table	$170.70	$256.05		
		4th side Draped – 30"	$40.97	$61.46		
DRAPED COUNTERS	***Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***					
		4' x 42" high Draped Counter	$136.56	$204.84		
		6' x 42" high Draped Counter	$189.88	$284.83		
		8' x 42" high Draped Counter	$204.84	$307.27		
		4th side Draped – 42"	$44.54	$66.82		
DRAPED TABLE TOP RISERS	***Draped Riser Colors: Black, Blue, White, Burgundy, Red***					
		4' Draped Riser (select color)	$48.45	$72.67		
		6' Draped Riser (select color)	$59.83	$89.74		
DRAPE	***Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***					
		3' high Banjo Drape (4 ft. min. order)	$15.61 /ft	$23.40 /ft		
		8' high Banjo Drape (4 ft. min. order)	$21.14 /ft	$31.70 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	$94.95	$142.41	**N/A**	
		30" x 42" High Pedestal Table	$94.95	$142.41	**N/A**	
MISCELLANEOUS		Chrome Easel	$41.94	$62.92	**N/A**	
		Wastebasket	$21.14	$31.70	**N/A**	
		Retractable Stanchion	$55.93	$83.88	**N/A**	
		Coat Tree	$54.41	$81.62	**N/A**	

If a color is not checked a default color will be chosen

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Furniture Package Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

ABSOLUTELY NO SUBSTITUTIONS TO THE PACKAGE LISTED BELOW

Standard 30" High 10' x 10' Furniture Package

Includes:
- Standard Carpet (Grey)
- (2) Upholstered Side Chairs
- (1) 6' x 30" Draped Table
- ID Sign
- (1) Wastebasket

Qty.	Item	Discount	Standard
	Standard 30" High 10' x 10' Furniture Package	$383.44	$575.16
	Standard 30" High 10' x 20' Furniture Package	$880.30	$1,320.45
	Standard 30" High 10' x 30' Furniture Package	$1,342.50	$1,409.63
	Standard 30" High 10' x 40' Furniture Package	$1,892.91	$2,839.37
	Standard 30" High 10' x 50' Furniture Package	$2,399.20	$3,598.80

If a color is not checked a default color will be chosen.
***These colors are approximate and serve only as an example.**

PLEASE MAKE THE PACKAGE COLOR CHOICES BELOW

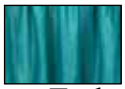
STANDARD TABLE DRAPE (Standard Package Only)

□ Black

□ Blue

□ Burgundy

□ Red


□ Teal

□ White

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Furniture Package Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

ABSOLUTELY NO SUBSTITUTIONS TO THE PACKAGE LISTED BELOW

Standard 30" High 20' x 20' Deluxe Furniture Package

Includes:
- Standard Carpet (Grey)
- (4) Upholstered Side Chairs
- (2) 6' x 30" Draped Table
- ID Sign
- (2) Wastebasket

Qty.	Item	Discount	Standard
	Standard 30" High 20' x 20' Furniture Package	$873.82	$1,310.74
	Standard 30" High 20' x 30' Furniture Package	$1,376.88	$2,065.32
	Standard 30" High 20 x 40' Furniture Package	$1,879.94	$2,819.91

If a color is not checked a default color will be chosen.
***These colors are approximate and serve only as an example.**

PLEASE MAKE THE PACKAGE COLOR CHOICES BELOW

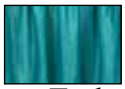
STANDARD TABLE DRAPE (Standard Package Only)

□ Black

□ Blue

□ Burgundy

□ Red


□ Teal

□ White

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

METROPOLITAN exposition

Executive Collection

Sausalito Sofa

Sausalito Loveseat

Sausalito Club Chair

Sterling End Table

Princeton Cocktail Table

Cube Ottomans - 17"L x 17"D x 17"H
L to R: Cinnamon Microfiber, Grape Microfiber, White Vinyl, Cobalt Microfiber Black Microfiber
Other colors available:Chocolate Mircofiber, Lime Microfiber, Red Microfiber, Tangerine Microfiber, Sunflower Microfiber, Black Vinyl, Platinum Metallic Vinyl

Pedestal
White or Black
42"
36"
30"

Computer Kiosk
Black
White

Literature Rack

METROPOLITAN exposition

Executive Collection

Trend Chair

Comet Chair

Silk Back Chair

Euro Black Bar Stool

Silk Back Bar Stool

Park Avenue Bar Stool

Park Avenue Bar Table

Blanco Café Table

Conference Table Square Glass/ Chrome

Executive Collection Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Description	W x D x H	Color	Discount Price	Standard Price	Total Price
_____	Literature Rack	9” x 14” x 54.5”	Black Metal	$212.63	$318.94	_____
_____	Comet Chair	23” x 22" x 32”	Black Fabric	$204.75	$307.13	_____
_____	Silk Back Chair	20.5” x 17” x 34”	Clear/Black/Chrome	$157.50	$236.25	_____
_____	Trend Chair	20” x 20” x 30”	Maple/Black/Chrome	$196.88	$295.31	_____
_____	Sausalito Loveseat	59” x 32” x 32”	Black Micro Suede	$590.63	$885.94	_____
_____	Sausalito Sofa	83” x 32” x 32”	Black Micro Suede	$669.38	$1,004.06	_____
_____	Sausalito Club Chair	39” x 32” x 32”	Black Micro Suede	$433.13	$649.69	_____
_____	Cube Ottoman	17” x 17” x 17”	Micro Fiber: Cinnamon, Chocolate, Colbalt, Grape, White, Black, Lime, Red, Tangerine, Sunflower	$149.63	$224.44	_____
_____	Cube Ottaman	17” x 17” x 17”	Vinyl: Black or Metallic	$149.63	$224.44	_____
_____	Pedestal	14” x 14” x 42”	Black or White	$378.00	$567.00	_____
_____	Pedestal	14” x 14” x 36”	Black or White	$322.88	$484.31	_____
_____	Pedestal	14” x 14” x 30”	Black or White	$291.38	$437.06	_____
_____	Computer Kiosk	24” x 24” x 42”	Black or White	$574.88	$862.31	_____
_____	Park Ave Bar Stool	16” x 19” x 43”	Maple/Chrome	$236.25	$354.38	_____
_____	Silk Back Bar Stool	18” x 17” x 41.5”	Clear/Black/Chrome	$236.25	$354.38	_____
_____	Euro Black Bar Stool	21” x 23” x 43”	Black Vinyl	$236.25	$354.38	_____
_____	Park Ave Bar Table	16” x 18” x 31"	Maple/Nickel	$267.75	$401.63	_____
_____	Blanco Cafe Table	24” x 29”	White/Chrome	$267.75	$401.63	_____
_____	Conference Table Square Glass/ Chrome	32” x 32” x 29”	Chrome/Glass	$433.13	$649.69	_____
_____	Princeton Coffee Table	45” x 21” x 16”	Black/Glass	$267.75	$401.63	_____
_____	Sterling Coffee Table	25” Dia x 21”	Glass/Silver	$299.25	$448.88	_____

For more from this Executive Collection, please call our
Exhibitor Services Department at 201-994-1301
To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Executive Furnishings are non-refundable 10 days prior to move-in.

Standard Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

STANDARD CARPET

Price includes delivery, installation, carpet tape and removal.

Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.

Multiples are not available in the same color. No exceptions.

Colors Available - Please check desired color:

If a color is not checked a default color will be chosen

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black

☐ Blue

☐ Green

☐ Gray

☐ Red

☐ Burgundy

☐ Tuxedo

Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	$137.21	$205.81	
	10' x 20' Booth Carpet	$274.43	$411.64	
	10' x 30' Booth Carpet	$411.64	$617.45	

PADDING & VISQUEEN

Price includes delivery, installation, carpet tape and removal.
Minimum order of 100 square feet is required.

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	$0.69 sq.ft.	$1.04 sq.ft	
	Visqueen Plastic Covering	$0.56 sq.ft	$0.82 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

Custom Cut & Plush Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

CUSTOM CUT CARPET

Price includes delivery, installation, carpet tape, visqueen and removal.

Minimum order of 100 square feet is required for custom cut carpet orders.

Colors Available - Please check desired color:
If a color is not checked a default color will be chosen
***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black

☐ Blue

☐ Green

☐ Gray

☐ Red

☐ Burgundy

☐ White

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	$4.22 sq.ft.	$6.34 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
PADDING				
	Carpet Padding - 1/2”	$0.69 sq.ft.	$1.04 sq.ft	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

PLUSH CUSTOM CUT CARPET (26 oz)

Price includes delivery, installation, carpet tape, padding, visqueen and removal.

Minimum order of 400 square feet is required for premium cut carpet orders.

Colors Available - Please check desired color:
*These colors are approximate and serve only as an example. Your actual carpet color will vary.

☐ Onyx

☐ Navy

☐ Boysenberry

☐ Charcoal

☐ Sword

☐ Silky Beige

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	$7.48 sq.ft.	$11.21 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

Rental Exhibit 1A 10' x 10'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver

*Electrical NOT included

DISCOUNT $ 2,365.77	STANDARD $ 3,548.65

Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $ 3,374.29	STANDARD $ 5,061.43

Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- (3) Back Wall Graphic Panels*
- (1) Graphic Header*
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $ 5,857.55	STANDARD $ 8,786.34

Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- Full Graphics or Color Panels*
- (1) 42" TV with Stand & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 2A 10' x 10'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver

*Electrical NOT included

DISCOUNT $ 3,180.54	STANDARD $ 4,770.81

Package Includes:

- (4) White Straight Shelves
- (3) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $ 3,863.09	STANDARD $ 5,794.61

Package Includes:

- (4) White Straight Shelves
- (3) Arm Lights*
- (2) Back Wall Graphic Panels*
- (1) Graphic Header*
- (1) 1M x 8' Curved Graphic Panel*
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $ 5,933.04	STANDARD $ 8,899.56

Package Includes:

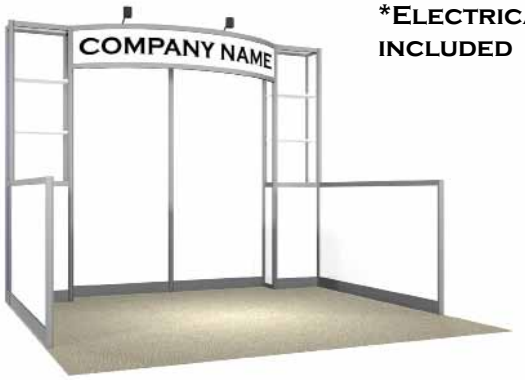
- (4) White Straight Shelves
- (3) Arm Lights*
- (1) Lightbox*
- Full Graphics or Color Panels
- (1) 42" TV on Wall Mount & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 3A 10' x 10'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver



*Electrical NOT included

DISCOUNT $ 4,384.02	STANDARD $ 6,576.02

Package Includes:

- (4) ½ M Shelves
- (2) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $ 5,280.48	STANDARD $ 7,920.73

Package Includes:

- (4) ½ M Shelves
- (2) Arm Lights*
- (2) Back Wall Graphic Panels*
- (2) Back Wall Graphics (Bottom Panel)*
- (1) Graphic Header*
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $ 7,554.19	STANDARD $ 11,331.29

Package Includes:

- (4) ½ M Shelves
- (2) Arm Lights*
- Full Graphics or Color Panels*
- (1) 42" TV on Wall Mount & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 1B 10' x 20'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver

*Electrical NOT included

DISCOUNT $ 4,556.12	STANDARD $ 6,834.19

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M x ½ M x 42" Cabinet
- (1) Headers with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $ 8,188.55	STANDARD $12,282.84

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M x ½ M x 42" Cabinet w/ Graphic*
- (6) Back Wall Graphic Panels*
- (3) Graphic Headers*
- (1) 42" TV on Wall Mount & DVD Player*
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $ 10,814.95	STANDARD $16,222.43

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- 1M x ½ M x 42" Cabinet w/ Graphic*
- Full Graphics or Color Panels *
- (2) 42" TVs on Wall Mounts & DVD Players*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 2B 10' x 20'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver

*Electrical NOT included

DISCOUNT $ 5,247.72	STANDARD $ 7,871.59

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter
- (1) 4M Header with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $ 6,765.61	STANDARD $ 10,148.41

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter w/ Graphic*
- (2) 1M x 8' Curved Graphic Panels*
- (4) Back Wall Graphic Panels*
- (1) 4M Header with Company Name*
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $ 9,595.74	STANDARD $14,393.61

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter w/ Graphic*
- (2) Lightboxes*
- Full Graphics*
- (1) 42" TV on Wall Mount & DVD Player*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 3B 10' x 20'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver

*Electrical NOT included

DISCOUNT $ 5,872.02	STANDARD $ 8,808.03

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- (2) Headers with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $ 8,378.04	STANDARD $12,567.06

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- (6) Back Wall Graphic Panels*
- (3) Graphic Headers *
- (2) Counter Tops & Counter Graphics*
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $ 11,004.44	STANDARD $16,506.65

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- Full Graphics or Color Panels*
- (1) 42" TV on Wall Mount & DVD Player*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

STANDARD BOOTH CARPET

□ Black

□ Blue

□ Green

□ Gray

□ Red

□ Burgundy

STANDARD BOOTH OPTIONS

The following colors are available for panel options:

Silver and Gold Rental Exhibit Panel Colors

☐ White (PVC) ☐ Black (Fabric) ☐ Gray (Fabric) ☐ Wood Grain

Platinum Rental Exhibit Metal Panel Colors

☐ Silver Dust ☐ Silver Vein ☐ White

HEADER IDENTIFICATION SIGN

Header will be produced on White Fascia with Black Lettering. Please indicate exactly how you would like your company name to appear.

Must receive header logo (3) weeks before the show open. Any logo turned in later will incur a 50% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee. There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.

Rental Exhibit Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Description	Discount Price	Standard Price	Total Price
1A Booth Package 10 x 10	Silver	$2,365.77	$3,548.65	
	Gold	$3,374.29	$5,061.43	
	Platinum	$5,857.55	$8,786.34	
2A Booth Package 10 x 10	Silver	$3,180.54	$4,770.81	
	Gold	$3,863.09	$5,794.61	
	Platinum	$5,933.04	$8,899.56	
3A Booth Package 10 x 10	Silver	$4,384.02	$6,576.02	
	Gold	$5,280.48	$7,920.73	
	Platinum	$7,554.19	$11,331.29	
1B Booth Package 10 x 20	Silver	$4,556.12	$6,834.19	
	Gold	$8,188.55	$12,282.84	
	Platinum	$10,814.95	$16,222.43	
2B Booth Package 10 x 20	Silver	$5,247.72	$7,871.59	
	Gold	$6,765.61	$10,148.41	
	Platinum	$9,595.74	$14,393.61	
3B Booth Package 10 x 20	Silver	$5,872.02	$8,808.03	
	Gold	$8,378.04	$12,567.06	
	Platinum	$11,004.44	$16,506.65	

*Deadline for graphics is (3) weeks before the show open.
Any graphics turned in late will incur a 50% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Rental Exhibit & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Shelves

Angled Shelf

Straight Shelf

Track Lights

** Electrical is NOT Included in Booth Packages*

50watt Halogen Light

Garment & Display Racks

Display Rack 6" Bracket

Garment Rack 12" Bracket

Gondolas & Counters

Single Sided Gondola

Double Sided Gondola

1m Cabinet

2m Cabinet

Radius Counter

Qty	Item	Discount Price	Standard Price	Total Price
	Straight Shelf (White)	$61.97	$92.96	
	Angled Shelf (White)	$61.97	$92.96	
	Straight Shelf (Wood)	$61.97	$92.96	
	Angled Shelf (Wood)	$61.97	$92.96	
	Track with (3) Lights *	$313.01	$469.50	
	Additional 50watt Halogen Light *	$68.25	$102.36	
	Single Sided Gondola (2 Shelves)	$368.08	$552.12	
	Double Sided Gondola (4 Shelves)	$477.69	$716.54	
	1m Garment Rack 12" Bracket	$48.63	$72.93	
	2m Garment Rack 12" Bracket	$97.24	$145.87	
	3m Garment Rack 12" Bracket	$145.87	$218.79	
	1m Display Rack 6" Bracket	$48.63	$72.93	
	2m Display Rack 6" Bracket	$97.24	$145.87	
	3m Display Rack 6" Bracket	$145.87	$218.79	
	1m x 1/2m x 42" Cabinet	$406.89	$610.34	
	2m x 1/2m x 42" Cabinet	$506.11	$759.17	
	1m x 42" Radius Counter	$618.47	$927.71	

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

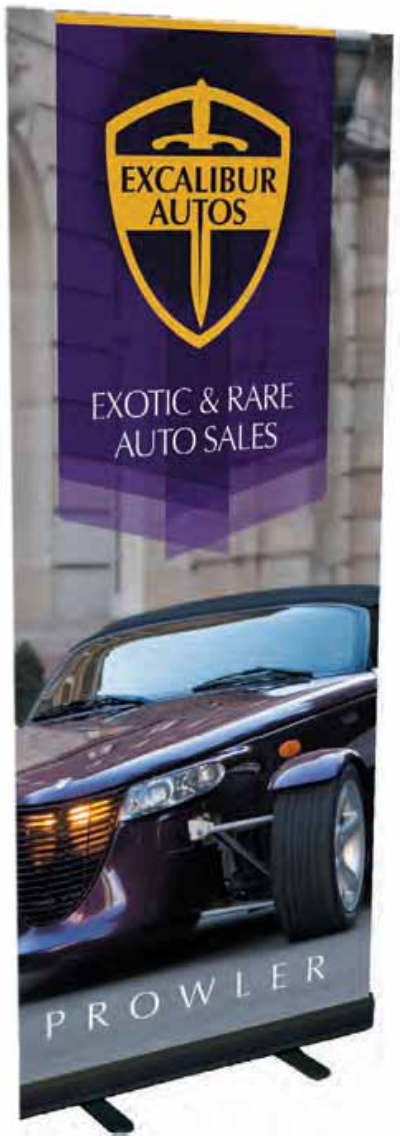
Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee. There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.

Retractable Banner Stands

ValueStand Retractable banner stands provide the ultimate in convenience and style. They are lightweight and set-up in less then a minute. The graphic comes pre-installed so the display is immediately ready to go.



Value

ValueStand

- Built to fit any Budget
- Made from the highest quality components

Replaceable Graphic

Unlike most systems, ValueStand is designed to allow the graphic to be changed quickly and easily without tools or additional hardware.

Options

Available in Single Sided/ValueStand or Double Sided/BrandStand 2

**** Base Unit Availabe in Silver**

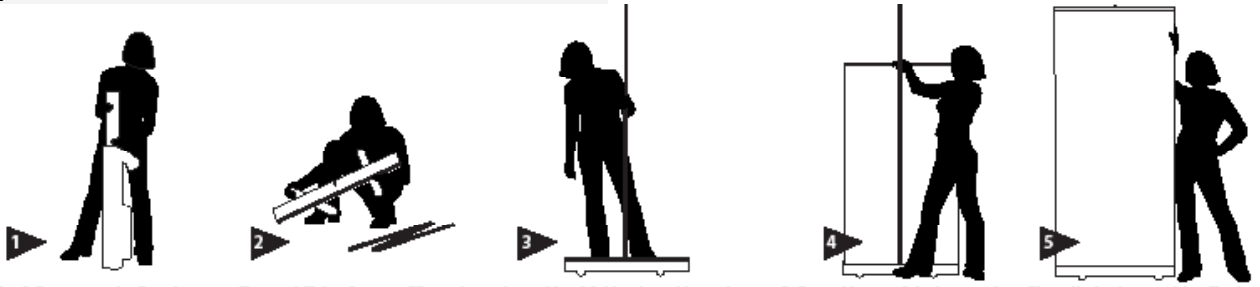
Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

There will be a 50% rush charge for any banner stand order that is needed in less than 5 days

Includes:

Durable Nylon Carrying Bag
Collapsible Pole
Reusable Snap-Lock Profile
Rewind Tool
Base Unit **

Art Area
Main Graphic 33.5"w x 79"h



Carefully remove the Stand from the nylon bag.

Turn stabilizing feet to a 90° angle

Assemble tri-fold pole and insert into hole located on the base.

Pull graphic out of the base and fasten hook into the top of pole.

Place display into position. To close, unfasten top hook and firmly grip while slowly and gently retracting graphic.

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Banner Stand Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Description	Discount	Standard	Total
	Single Sided Silver VALUESTAND with Graphic*	$379.41	$493.23	

Banner Stands will be shipped within 5 business days from approval of art work.

There will be 50% rush charge for any banner stand order that is needed in less than 5 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below. If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.**

We cannot guarantee timely delivery for any banner stand that is ordered in less than 5 days

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as persentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

All orders are non-refundable once ordered and proccessed.

IMPRESS CUSTOMERS WITH A HIGH IMPACT QUICK FAB™ POP-UP DISPLAY. THIS ECONOMICAL AND LIGHTWEIGHT DISPLAY HAS AN INTERCHANGEABLE FABRIC GRAPHIC THAT COLLAPSES DOWN WITH THE FRAME AND FITS WITHIN A DUFFEL SIZE BAG.

- QUICK & EASY SET-UP
- QUALITY WORKMANSHIP
- REPLACEABLE GRAPHIC
- PORTABLE
- THERE WILL BE A 50% RUSH CHARGE FOR ANY QUICK FAB ORDER THAT IS NEEDED IN LESS THAN 10 DAYS*

Quick Fab Curve

Quick Fab Curve Size: 114" Wide x 88" High x 12" Deep
Quick Fab Flat Size: 117" Wide x 88" High x 12" Deep

Pop-up Podium

Includes Frame, Soft Case & Graphic

Includes:

Frame

Light Package
Two 150 Watt Lights

Hard Case with Table
27.5"w x 16"d x 38"h o.d.

Options

Printed Case
Wrap

Backlit Kit
Only for 4' x 3' Curved

PLEASE CONTACT A METROPOLITAN EXPOSITION EXHIBIT SALES TEAM MEMBER FOR MORE INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

Quick Fab Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Description	Standard	Total
	Quick Fab Curve (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	$2,789.99	
	Quick Fab Curve with Backlit Kit (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	$3,994.36	
	Quick Fab Flat	$2,901.15	
	Graphic for Hard Case	$364.00	
	Podium with Graphic	$558.88	

Quick Fab walls will be shipped within 10 business days from approval of art work.

There will be 50% rush charge for any Quick Fab order that is needed in less than 10 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.**

If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.

We cannot guarantee timely delivery for any Quick Fab that is ordered in less than 10 days

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as persentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

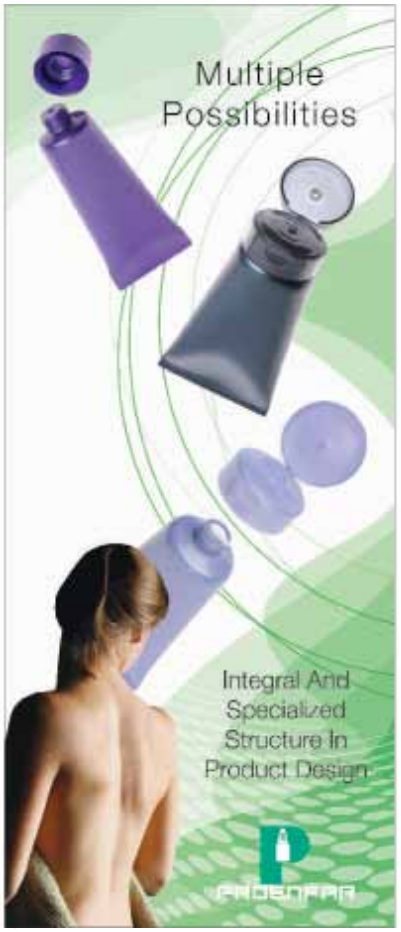
SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

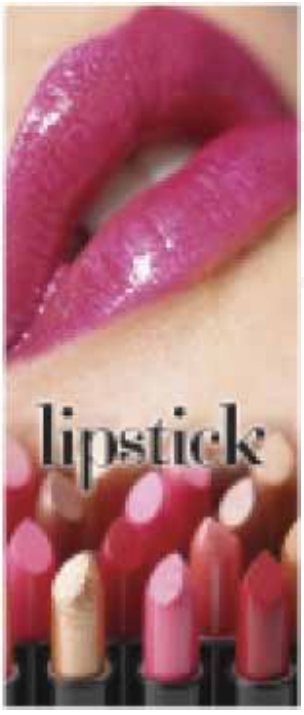
Payment Authorization Form must accompany order.

Cancellation Policy: All orders are non-refundable once ordered and proccessed.

METROPOLITAN exposition

Set your booth apart from the rest. Vivid, full-color graphics printed directly for your booth to ensure you are not overlooked. Customizing your walls will save you a lot of time. No need for double face tape or Velcro, simply send us your Print Ready Graphic and we will take care of everything, from installation to dismantle of your Customized Graphic Panels.

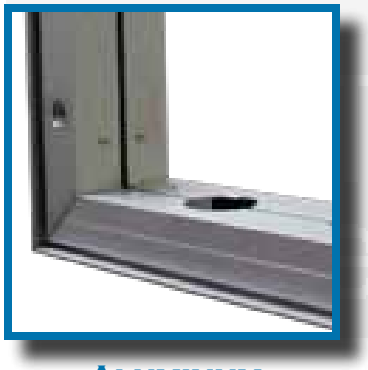




Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

EZ Fabric Wall Display System

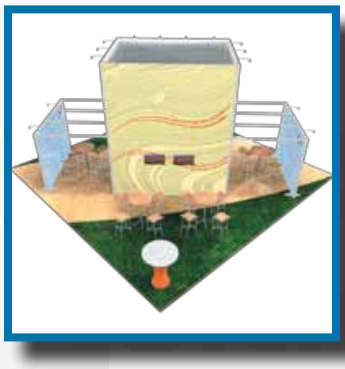
The Metropolitan Exposition Exhibit and Design Team is proud to introduce our first modular wall system designed for fabric graphics. The EZ Fabric Wall System combines the versatility of modular walls with the benefits of lightweight fabric graphics.



Aluminum Construction

Color Fabric

Easy Set Up



Multiple Designs

Tools Included

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Custom Hardwall Booths

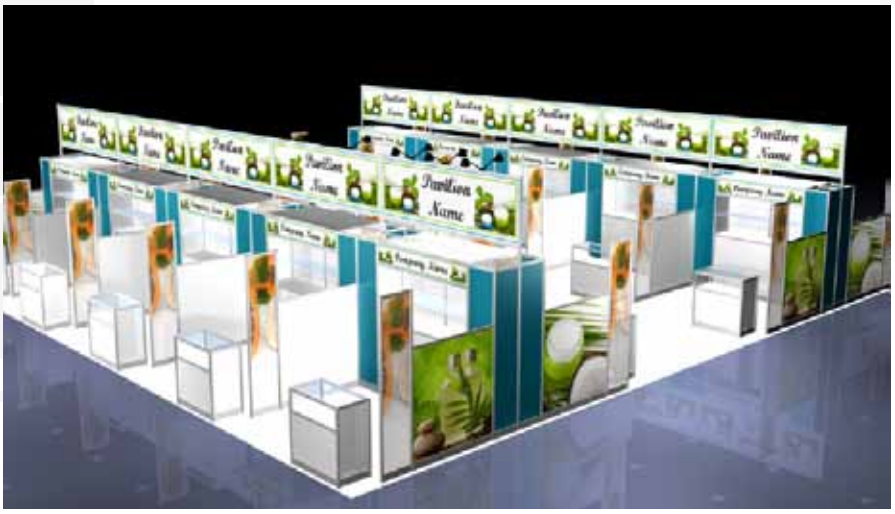
Is your company considering bringing or using your Own Custom Booth? STOP and Think Again! We highly encourage you to consider using our Rental Custom Hardwall Booth. Why? It's Hassle Free, NO Shipping Charges , NO Drayage Charges and most importantly, you don't need to send your staff early to setup your booth. Our Rental Custom Hardwall Booth will be the first one built on the show floor and ready for you so you will have more time to spend with your clients. the Metropolitan exposition exhibit and design team is here to deliver your vision. It's a fresh new contemporary design that will captivate your prospective buyers.

Rental Custom Hardwall Booths include:

- Installation & Dismantle
- Supervision
- Custom Graphics
- Custom Carpet
- Furniture
- Lighting (Power NOT Included)
- Drayage of all Metropolitan exposition Equipment ONLY

Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com (p) 201-994-1303 (f) 201-994-1350

The Metropolitan Exposition Exhibit and Design Team is endlessly reinventing and searching for new designs to offer you. This year we're excited to present you with several customized pavilion designs from basic, moderate to upscale design options at varying price points.



Custom Pavilion includes:

- Installation
- Dismantle
- Supervision
- Design Options
- Custom Graphics
- Custom Carpet
- Lighting (Power NOT Included)
- Drayage of all Metropolitan Exposition Equipment Only

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

This system gives form to function by taking signage to a whole new dimension. Years of experience building fabric stretch frames for clients have led the Fabri Frame signage revolution. These rigid, yet lightweight aluminum frames create a heavy duty and long lasting structure which can be designed and created in almost any shape and size imaginable. Our pillow case covers are custom made for every job and fit each frame to perfection.

Quick and Easy Assembly

with snap-together connections and lock, it definitely provides effortless installation.

Durability

Made of lightweight durable aluminum frame and strong stretch fabric material. Seamless dye laminated poly poplin fabric.

Standard and Customized Shapes

are the perfect solution for any project and budget. Select from a number of standard structures or let our in-house design engineers create a unique display that fits your needs.

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Signage & Graphics Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DIGITAL INKJET SIGNS

Rates based on one color copy, white showcard, 10 words or less

Qty.	Size/Description	Discount Price	Standard Price	Total
	14” x 22”	$53.17	$79.77	
	22” x 28”	$95.72	$143.58	
	24” x 36”	$127.63	$191.44	
	30” x 40”	$159.54	$239.30	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color:_____ Copy Color:_____

Select Lay-out: ☐ Vertical ☐ Horizontal

Select Font Style: ☐ Corporate ☐ Jazzy

*Deadline for graphics is (3) weeks before the show open.
Any graphics turned in late will incur a 50% rush fee*

Metropolitan Exposition Services, Inc., can meet any sign or graphic requirements you have.
Please contact us at 201.994.1303 if you have any questions or need additional information.
Indicate Sign Copy Here (please attach additional sign copy if required)

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: All orders are non-refundable once ordered and proccessed.

METROPOLITAN exposition

METROPOLITAN EXPOSITION SERVICES, INC.
WWW.METRO-EXPO.COM

Graphic File Submission Guidelines

We want your graphics to look their best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. In order to produce your graphics at the highest quality and facilitate the transfer of your files to us for production, we are pleased to provide you with this graphic file submission document. Note - the basic cost of graphic production is typically included in your sales quote. Additional prep work on supplied files may require additional fees. Please contact Metropolitan Exposition for details.

Formats for images and logos

Program	Preferred File (type)
Adobe Illustrator	ai, eps
Adobe Photoshop	tiff, psd, jpeg (high quality)
Adobe InDesign	indd (include links)
Adobe Acrobat	PDF (press quality setting)

Transfer options for images or logos

Media	Note
Flash Drive	With attached fonts and links
E-mail Attachments	Limited to maximum size 5MB
FTP	zip or compression preferred
DropBox	File sharing

Avoiding Additional Costs:

Files obtained from the internet or artwork created in MS Office application (Word, Excel, Power Point, etc.) are often not suitable for high quality output, and typically require additional fees. Artwork should be created to full size - however for larger files i.e. Banner - artwork at 1/4 scale of actual size is acceptable. Scans should be no smaller than 300dpi at 1/4 size. To avoid additional fees associated with these file types, please supply files, at a minimum, two weeks prior to your show.

gif @ 400%

.ai / .eps @ 400%

text @ 100%

outlined text

Vector Artwork

For the best quality in large format printing, artwork should be created and supplied in vector format (**.ai or .eps**), unless the image is a photo or image file (see bitmap/raster below). Logos and images taken from websites are generally gif's. Gif files are not acceptable as they are low resolution and will NOT print clearly.

Artwork which is going too be produced in vinyl - i.e: solid company logo's or text, must be supplied in a vector format (.ai or .eps). Converting bitmap images to vector for vinyl production is a typical issue that may incur additional fees.

Low Resolution
(72dpi) jpeg 88kb

High Resolution
(300dpi) jpeg 3.52 MB

print
preview

Bitmap/Raster Artwork

JPEG/TIFF- We accept these formats but the original artwork must be of sufficient high resolution- 300dpi - and to size as needed for print - in order to print at the best quality.

PDF- These are print files only and can NOT be altered or versioned to fit different sizes. Artwork must be set up at the correct proportion and at print ready quality. Make sure images are saved at high resolution (300dpi).

Color Set Up

If your artwork utilizes PANTONE MATCHING SYSTEM (PMS), please supply a Pantone color reference. Note that Pantone colors are matched to the best possible interpretation for the specific output device and material printed on. If you would like us to match existing graphics, please provide hard copy of the graphics for reference.

If your artwork utilizes CMYK values, the printer will use those.

Fonts

Convert all fonts into outlines or paths prior to uploading the files. Also please provide ALL FONTS utilized in your files. This is in case we need to edit copy or if some fonts were not converted to paths or outlines.

YESTERDAY'S VALUES

Headquarters
115 Moonachie Ave
Moonachie, NJ 07074
201.994.1300 phone
201.994.1350 fax

TOMORROW'S VISION

Edison
97 Sunfield Avenue
Edison, NJ 08837
732.346.0800 phone
732.346.0811 fax

Toronto
69 Wilkes Cres.
Toronto, ON M1L 0B4

DELIVERED TODAY

Las Vegas
5220 Cameron Street
Las Vegas, NV 89118
702.435.7483 phone
702.435.7417 fax

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Trade shows and events held in Atlantic City Convention Center are subject to union jurisdictions that affect exhibitors. You will find the jurisdictions are comparable. And in many cases more user friendly, to other union facilities. This outline is designed to assist you by answering the most frequently asked questions.

Freight & Material Handling

You may ship goods, via the carrier of your choice, to either the advanced warehouse or direct to show site for the arrival during the published receiving periods. Material Handling (drayage) is within the Decorator's Union jurisdiction (unload, deliver, remove and reload freight). Material Handling may be ordered using the "Material Handling Order Form" provided in the kit and is entirely distinct from shipping. Exhibitors may handle freight at show site that arrives via their Personally Owned Vehicle, provided such vehicle is no larger than a 4' x 4', minivan or station wagon, and the freight is hand carried (no dollies, hand trucks, or other wheeled vehicle) to and from your booth.

Furniture & Carpet

Furniture and carpet may be rented using the "Furniture Rental Order Form" and the "Carpet Rental Order Form" which are provided in the kit. The price includes union labor for delivery, installation, and removal.

Booth Erection & Dismantling

Exhibitors may, at their option, erect and dismantle their own booths using their own full-time employees. If their own employees are not available, labor can be ordered using the "labor Order Form" in the kit. Rigging crews may be hired to move large machinery within booths and can be ordered using the "Forklift & Rigging Crew Order Form" provided in the kit.

Electric

Atlantic City Convention Center Electric Department handles electrical needs, connections and installing powered signs and headers. Their services may be ordered directly from the facility using the form provided in the kit.

Tipping

Metropolitan Exposition Services, Inc. requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and tipping is not necessary. This applies to all Metropolitan Exposition Service, Inc. employees and its subcontractors.

Safety

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Metropolitan Exposition Services, Inc. is not responsible for injuries caused by improper use of this furniture.

Please assist in our efforts to provide a safe working environment for everyone. If you would like additional information on how the jurisdictions may apply to you and your exhibit, please call Metropolitan Exposition Services, Inc. at (201)994-1300.

Labor Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Carpenter Labor		**Discount Price**	**Showsite Price**
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	$101.61	$132.09
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	$152.42	$198.15
Double Time	Sundays and Holidays	$203.12	$264.06

*** Start time guaranteed only when labor is requested for the start of the working day.**
*** Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.**

INSTALLATION LABOR

Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Installation of your exhibit will be completed at our discretion prior to show opening.
The charge for this service is 30% of the total installation labor bill, or a minimum of $63.00.

Emergency Contact:_____Phone #: _____

Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.

Supervisor Name:_____Phone #:_____

Date	Start Time	No. of People		Approx.Hrs Per Person		Total Hrs		Hourly Rate	Estimated Total Cost
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____

Metropolitan Supervision (30% / $63.00 minimum) = $ _____

7% NJ Tax = $ _____

Total Installation = $ _____

DISMANTLE LABOR

Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Dismantle of your exhibit will be completed at our discretion.
The charge for this service is 30% of the total dismantle labor bill, or a minimum of $63.00.

Emergency Contact:_____Phone #: _____

Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.

Supervisor Name:_____Phone #:_____

Date	Start Time	No. of People		Approx.Hrs Per Person		Total Hrs		Hourly Rate	Estimated Total Cost
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____

Metropolitan Supervision (30% / $63.00 minimum) = $ _____

7% NJ Tax = $ _____

Total Dismantle = $ _____

Key Information Page

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Metropolitan Exposition Services, Inc.

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces:_____ Total Weight: _____ Tracking Number: _____

Freight shipped to: □ Warehouse □ Showsite

Comments: _____

Set-up Plan/Photo: □ Attached □ With Exhibit □ In Crate # _____

Electrical Drawing: □ Attached □ With Exhibit □ Under Carpet

Carpet: □ With Exhibit □ Rental □ Padding

Equipment/tools/hardware required:_____

Comments:_____

Remember to order in advance:

Furnishings & Carpeting ***Cleaning*** ***Electrical & Telephone***

OUTBOUND SHIPPING & SET-UP INFORMATION

Ship To: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

Method of Shipment (list name & phone number)

□ Common Carrier _____

□ Van Line _____

□ Air Freight _____

□ Next Day □ 2nd Day □ Deferred (3 to 5 days)

Freight Charges: □ Prepaid □ Collect

Bill To: _____

Address: _____

City/State/Zip: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone:_____

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- Seee that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to insall and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Metropolitan Exposition Services, Inc. of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.

2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, to show management and Metropolitan Exposistion Services, Inc at least ten (10) days before the show opening.

3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Metropolitan Exposition Services, Inc.

4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:

   a. Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person per occurrence.

   b. $2,000,000 with respect to injuries to more than one person in any occurrence.

   c. Worker's Compensation Insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage.

   d. Metropolitan Exposition Services, Inc. must be named as additional insured.

*Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a $100.00 fee which will be charged against their security deposit.

6. The Exhibitor Appointed Contractor:

   a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.

   b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

   c. Will share with Metropolitan Exposition Services, Inc all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.

   d. Must furnish Show Manager and Metropolitan Exposition Services, Inc. with the nsame of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary indentification badges as determined by Show Management.

   e. Shall be prepared to show evidence that is has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.

   f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.

   g. Shall provide, if requested, evidence to Metropolitan Exposition Services, Inc. that it possesses applicable and current labor contracts

   h. Must coordinate all of its activities with Metropolitan Exposition Services, Inc.

7. All information must be received in the Metropolitan Expositition Services, Inc. office no later than ten (10) days prior to the show.

Exhibitor Appointed Contractor Notification

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by October 12, 2015.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Metropolitan Exposition Services, Inc.

Exhibiting Company _____ Booth_____

Address _____

City, State, ZIP _____

Authorized by _____Title_____

Phone_____ Fax _____

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an exhibitor appointed contractor(s) for any service, you agree to indemnify, defend and hold harmless Metropolitan Exposition Services, Inc. from any and all claims, demands, suits, liabilities, damages, injuries, losses, expenses, including legal expenses, due to the presence or actions of the exhibitor appointed contractor(s).

Signature _____ Date_____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than by October 12, 2015.

Type of work to be performed_____

Exhibitor Appointed Contractor/Display House_____

Address _____

City, State, Zip _____

Phone_____ Fax _____

On-Site Contact _____

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

HANGING SIGNS
Metropolitan is responsible for supervision, assembly, installation and removal of all hanging signs.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineers stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with order.
6. If extra materials are needed to assemble or hang sign, fees will be applied for these materials.

TRUSS & HOISTS
Metropolitan is responsible for supervision, assembly, installation and removal of all truss.

Remember:

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Services Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by Metropolitan Exposition.

Please complete and return the
Hanging Signs / Banners Order Form by
October 12, 2015
By sending us this information in advance, you will help us assure your sign is properly assembled and installed.

SHIPPING INSTRUCTIONS
All "Okay to Proceed" hanging signs should be received in advance at the Metropolitan warehouse by October 19, 2015

Please ship all hanging signs in a separate container with the special sign label provided below. Mark bill of lading "hanging sign". Prepay all shipments. Collect shipments will be refused. See Material Handling Guidelines and Shipping Information.

METROPOLITAN exposition

RUSH - HANGING SIGN

FROM:

ADVANCE SHIPPING

TO: **School Boards NJSBA 2015**

_____
Exhibiting Company

_____
Booth Number

c/o Metropolitan Exposition Services, Inc
UPS Freight c/o Marano Trucking
9820 Blue Grass Rd
Philadelphia, PA 19114

Shipment should arrive between:
September 21, 2015 - October 19, 2015

Carrier _____

Number _____ of _____ Pieces

Hanging Signs / Banners Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

***** NON-ELECTRICAL SIGNS & BANNERS ONLY*****

- All hanging signs that require electricity must be hung by the electrical union at the facility.
- All ceiling rigging must conform to show management rules and regulations and the facility limitations.
- All overhead hanging must be assembled, installed, removed and disassembled by Metropolitan. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble/disassemble or install/remove sign.
- Hanging anchor points must be pre-fabricated and ready for use.
- If any hang point supports over 250 lbs., notify Metropolitan immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blue print or drawing with detailed information so hanging anchor points can be determined.

Type: ☐ Cloth Banner ☐ Metal or Wood

Shape: ☐ Square ☐ Triangle ☐ Rectangle

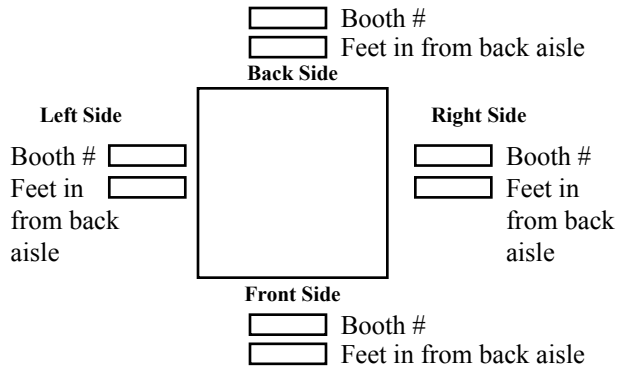
Size: Height _____ Length _____

Weight: _____ lbs.

Number of Feet form Floor to Top of Sign
_____ Feet (Must be in compliance with Show Rules and Regulations)

Does your sign require: ☐ Electricity
☐ Assembly
(Must provide set-up instructions)

PLACEMENT DIAGRAM - Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



		DISCOUNT PRICE		SHOWSITE PRICE	
		Lift Crew	Extra Labor	Lift Crew	Extra Labor
Straight Time	Monday -Friday (first 8 hours of the worker's shift, regardless of the time of day)	$471.15	$101.61	$612.49	$132.09
Overtime	Monday -Friday (after first 8 hours of the worker's shift, regardless of the time of day) & Saturdays	$706.71	$152.42	$918.73	$198.15
Double Time	Sundays & Holidays	$942.27	$203.12	$1,224.96	$264.06

Crew consists of one (1) Lift and two (2) Laborers
One hour minimums apply for crews and extra Laborers; thereafter, charges are assessed at ½ hour increments.
Start time guaranteed only when labor is requested for the start of the working day at 8:00am.
Supervisor must check in at Metropolitan Exposition Service Desk to pick-up labor.
Upon completion, the Supervisor must return crew to Metropolitan Service desk and approve the work order.
Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and / or worker.
Invoice will be calculated according to actual hours worked.

INSTALLATION LABOR

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total

DISMANTLE LABOR - Allow sufficent Time for empty containers to be returned to your booth

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total

Install Labor $_____ + Dismantle Labor $_____+ Tax @ 7% = TOTAL $ _____

In-Booth Forklift Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

To determine if you need in-booth forklift and labor, please read this form carefully.

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and re-skidding equipment or machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator and assistant.

IN-BOOTH FORKLIFT & LABOR

		DISCOUNT PRICE		SHOWSITE PRICE	
		Forklift & Crew	Extra Assistant	Forklift & Crew	Extra Assistant
Straight Time	8:00am to 4:30 pm, Monday - Friday	$350.84	$101.61	$456.08	$132.09
Overtime	All other times and Saturday & Sunday	$527.06	$152.42	$685.18	$198.15
Double Time	Holidays	$703.30	$203.12	$914.28	$264.06

One hour minimums apply for crews and extra assistants; thereafter, charges are assessed at ½ hour increments.
Start time guaranteed only when labor is requested for the start of the working day at 8:00am.
Supervisor must check in at the Metropolitan Exposition Service Desk to pick-up labor.
Upon completion, the Supervisor must return crew to Metropolitan Service desk and approve the work order.
Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and / or worker.
Invoice will be calculated according to actual hours worked.

INSTALLATION LABOR

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-Total	
						Total	

DISMANTLE LABOR

When scheduling dismantle labor, allow sufficient time for empty containers to be returned to your booth

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-Total	
						Total	

Install Labor $_____ + Dismantle Labor $_____ + 7%Tax_____ = TOTAL $ _____

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

ATTENTION

School Boards NJSBA 2015 Exhibitors

Metropolitan Exposition Services, Inc. is the designated provider for material handling.

Please note that exhibitor move-in is on:

October 26, 2015 (7:30am-7:00pm)

To ship your exhibition materials to the Metropolitan Exposition Warehouse, consign your shipment(s) as follows:

School Boards NJSBA 2015
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services
UPS Freight c/o Marano Trucking
9820 Blue Grass Rd
Philadelphia, PA 19114

Materials should arrive between September 21, 2015 - October 19, 2015

Materials that are delivered to the Metropolitan Exposition Warehouse after the receiving deadline of October 19, 2015 will incur an additional 30% “late delivery” surcharge.

Should you have any questions, please do not hesitate to contact our Exhibitor Services Department as follows:

Phone:	201.994.1301
Fax:	201.994.1350
E-Mail:	Exhibitorservices@metro-expo.com
Web Site:	www.metro-expo.com

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Please take a few minutes and review the following information pertaining to shipping and material handling.

Shipping Charges

Please prepay all shipping charges. Metropolitan Exposition Services, Inc. will not accept or be responsible for collect shipments.

Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with Metropolitan Exposition Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Metropolitan Exposition Services, Inc. Metropolitan Exposition Services, Inc. requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

Special Handling

A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Metropolitan Exposition Services, Inc. of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

Consignment

All shipments must be consigned c/o Metropolitan Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Inbound Bill of Lading / Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of ladings to Metropolitan Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

Service Within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Metropolitan Service Desk and are to be used for empty storage only. Metropolitan Exposition Services, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Metropolitan Exposition Services, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Metropolitan Exposition Services, Inc.

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Metropolitan must have an MHA for both locations. If freight is found on the show floor and Metropolitan Exposition Services, Inc. does not have a completed Material Handling Agreement, Metropolitan Exposition Services, Inc. will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Metropolitan Exposition Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at $55.00 per 100 pounds/CWT.

LIMITS OF LIABILITY

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound/ article with a maximum liability of $100.00 (USD) per item, or $1500.00 (USD) per shipment, whichever is less
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

Advance Shipping to Metropolitan Exposition Warehouse (200 pound minimum per shipment)
Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

School Boards NJSBA 2015
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
UPS Freight c/o Marano Trucking
9820 Blue Grass Rd
Philadelphia, PA 19114

Advance shipments can arrive beginning on:
September 21, 2015

Advance shipment deadline
(to avoid surcharges)
October 19, 2015

Warehouse receiving hours are 8:00am - 4:00pm

Direct Shipping to Atlantic City Convention Center (200 pound minimum per shipment)

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

School Boards NJSBA 2015
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
Atlantic City Convention Center
One Convention Boulevard
Atlantic City, NJ 08401

Shipments can arrive to show site:
October 26, 2015 (7:30am-7:00pm)

Do not ship any materials to Atlantic City Convention Center before this time frame. Atlantic City Convention Center will not accept any shipments.

Material Handling Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

CRATED/SKIDDED Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting bars or hooks.

SPECIAL HANDLING Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads,and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

Straight Time	Monday through Friday, 8:00am to 4:30pm
Overtime	Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays
ST/ST	Freight handled on straight time into and out of the show
ST/OT	Freight handled one way on straight time and one way on overtime, either into or out of the show
OT/OT	Freight handled on overtime into and out of the show

ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE

*** Advance shipments will be charged at the following rates in accordance with our move-in and move-out schedule.

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	$89.15	$178.29	$120.34	$229.74
ST/OT	$133.71	$267.40	$180.51	$361.01
OT/OT	$200.57	$401.13	$270.75	$541.51

DIRECT SHIPMENTS TO ATLANTIC CITY CONVENTION CENTER

***** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.**
***** Trucks signing-in at after 2:00pm will be charged OT rate.**

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	$81.04	$162.08	$109.40	$218.80
ST/OT	$121.55	$243.10	$164.09	$328.19
OT/OT	$182.33	$364.67	$246.14	$492.28

SMALL PACKAGE – (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages.

	Warehouse	Show Site
First Carton	$30.62	$25.52
Each Additional Carton	$9.94	$7.61

*** If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates**

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☐ Metropolitan Warehouse ☐ Atlantic City Convention Center
We are shipping _____ lbs. @ $_____ per 100 lbs., 200 lbs. min per shipment Estimate = $_____
Late Arrival Surcharge add 30% = $_____
Total Due = $_____
We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

WAREHOUSE LABEL

METROPOLITAN exposition

R U S H

DO NOT DELAY

Must Arrive on or before
September 21, 2015 - October 19, 2015

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
UPS Freight c/o Marano Trucking
9820 Blue Grass Rd
Philadelphia, PA 19114

WAREHOUSE

School Boards NJSBA 2015

Booth:_____ No._____of_____Pcs.

Carrier_____

SHOW SITE LABEL

METROPOLITAN exposition

R U S H

DO NOT DELAY

Must Arrive
October 26, 2015 (7:30am-7:00pm)

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
Atlantic City Convention Center
One Convention Boulevard
Atlantic City, NJ 08401

SHOW SITE

School Boards NJSBA 2015

Booth:_____ No._____of_____Pcs.

Carrier_____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Cartload Order Form

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Cartload Service – Small Passenger Vehicles Only!
Maximum Weight 250 lbs.

To help alleviate the problems and frustrations associated with exhibitors carrying their small exhibit material during move-in, Metropolitan Exposition Services, Inc. will make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or your booth to the dock at a rate of $78.75 each way.

This service is for those who have small hand-carry items, all of which must fit on a 3'x4' push-cart in one trip only. If you arrive with a truck/van or trailer filled with exhibit material, you will not qualify for this service and will be redirected.

A cartload is eight (8) pieces or less (weighing less than 250 lbs total).

To utilize the cartload service, please go to the loading dock entrance on Bacharach Blvd. Metropolitan personnel will direct you on how to proceed from there. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle. One person goes with your product to the booth space and the other to remove the vehicle from the unloading area.

Freight that is too large or heavy must be handled by Metropolitan at the published material handling rates. No personal trucks (1 ton or over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

Cartload Inbound _____ + Cartload Outbound_____ = TOTAL _____

Payment Authorization Form must accompany order.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

All exhibitors are permitted to hand carry items into the hall, but only falling within the rules and regulations put forth by the building and Teamsters Union.

When exhibitors choose to “hand carry” material, they will not be permitted access to the loading dock/ freight door areas. NJSBA exhibitors who choose to hand-carry their materials should do so via elevator 7 located in the parking garage. The garage entrance is at the end of North Michigan Avenue. Hand-carry is defined as small cartons, packages or portable lap-top computers that usually weigh less than 30 lbs.

Exhibitors are ONLY permitted to:

-Hand carry through the designated hand carry location on the loading dock:

-This area is only available for a 20 minute window.

New Jersey Fire Code regulations prohibit parking on loading docks, ramps or on the exhibit floor. Vehicles in violation will be towed at the owner's expense.

-Hand carry exhibit material through the garage entrance into the facility, provided:

-They do not utilize material handling equipment other than personal luggage carriers.
-They provide their own dollies or handtrucks.
-They utilize no motorized lift equipment, flatbeds, or "convertible carts" such as the two wheeled carts that convert into "flatbed carts".
-The vehicle is no larger than a panel van.
-Parking fees will apply

-Set up and dismantle their own display, provided;

-They use only full-time exhibitor employees with proper credentials in 10'x10' or 10'x20' booths.

If you are stopped coming in through the front, you most likely will be told to go to the "Cart Service" area for assistance. Union personnel will assist you by bringing your material to your booth. There will be a charge per cart load which must be paid before the service is provided. (Please refer to the Cartload Order Form)

If you need further information or have any questions regarding these rules and regulations, please contact our exhibitor service department at 201.994.1301.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 12, 2015

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Vehicles on Display

All vehicles entering the exhibit floor for booth display purposes will be "Spotted" by Metropolitan. The roundtrip spotting fee is $105.00 per 10x10 area that the vehicle uses. All vehicles on display must take the following safety precautions:

The following requirements pertain to indoor display of fuel operated vehicles in the atlantic city convention center:

- Fuel tanks must be between ¼ to ½ full.
- Fuel tanks must have locking cap.
- The battery must be disconnected at both leads.
- Vehicles may not impede, obstruct or hinder ingress to or egress from the center and/or the premises.
- Drip pan placed under vehicle.
- The show manager must have access to all vehicles and be readily available and accessible via cell in case of building emergencies.

Qty of Vehicles		Rate	Size of Area		Total $
	X	$105.00		=	

Total Estimated Changes	$
Payment Enclosed	$

Metropolitan Exposition Transportation Inbound Form

METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

PO#

Internal Use Only

Contact Information

Contact Name	Company Name
Phone	Email Address

Pickup Location

Company Name		
Street Address	**City**	**State/Country**
	Zip/Postal Code	**Phone Number**

Shipment Destination

Company Name		
Show Name / Booth Number		
Street Address	**City**	**State**
	Zip/Postal Code	

Type of Service

☐ Truckload	☐ Deferred	☐ 2nd Day Air
☐ Overnight Air	☐ Economy / Standard Ground	☐ 3rd Day Air

Additional Services

☐ Lift Gate
☐ Residential
☐ Inside Pickup
Declared Value $ _____ (Declared Value can not exceed $10,000)

METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

PO#

Internal Use Only

Shipment Information

Requested Pickup Date	Time of pickup (4 hour window:)
Requested Delivery Date	

Number of Pieces	Length	Width	Height	Weight
			Total Weight	
			Hazardous Materials?	
			☐ YES ☐ NO	

Additional Information or Instructions

When you've completed this form, fax it to 201-355-4145 or email shipping@metro-transportation.com.

If you have any Questions or Concerns, call us at 201-355-4109.

******* Thank You for Choosing Metropolitan Exposition Transportation! *******

Outbound Shipping Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

Company Name _____ Booth Number _____

OUTBOUND SHIPMENT DETAILS

Company / Business Name		
Street Address		
Show Name (if applicable)	**City**	**State**
Contact Name & Number	**Zip/Postal Code**	

☐ Carrier Name: _____ ☐ Metropolitan Exposition Transportation

☐ Economy / Deferred (4 - 7 Business Days) ☐ 2nd Day

☐ 3rd Day ☐ Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Payment Authorization Form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Metropolitan Exposition Services, Inc.; or
- Work is performed on behalf of exhibitor by labor secured through Metropolitan Exposition Services, Inc.

DEFINITIONS

For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Metropolitan except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 50% restocking fee will be applied to all Metropolitan rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Metropolitan's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Metropolitan will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Metropolitan Service Desk Representative of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Metropolitan requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Metropolitan requires 100% prepayment of advance orders, and nay order or services placed at show site must be pad at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Moonachie, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Metropolitan shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Metropolitan relative to any loss, damager, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Metropolitan for its services, as an offset against the amount of any alleged loss or damager. Any claim against Metropolitan shall be considered a separate transaction, and shall be resolved on its own merits. Metropolitan reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Metropolitan may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Metropolitan hereby provides notice that it reserves the right, and Exhibitor authorizes Metropolitan, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR UNDER THE SUPERVISION OF METROPOLITAN – RESPONSIBILITIES:

Metropolitan shall be responsible for the performance of labor provided under this option. Metropolitan does not assume responsibility for any acts of, or loss to, persons, parties an/or other contracting firms not under Metropolitan's direct supervision and control. In no event shall Metropolitan be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Metropolitan shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Metropolitan's reasonable control.

INDEMNIFICATION:

Metropolitan agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Metropolitan's employees, or property damage arising out of work performed by labor provided by and supervised by Metropolitan except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Metropolitan in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Metropolitan's Safe Work Rules and/or Federal, State, County and Local ordinances, rules an/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with the Metropolitan Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Metropolitan from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Metropolitan employees, and/or property damage arising out of work performed by labor provided by Metropolitan but supervised by Exhibitor. Further, the Exhibitor's indemnification of Metropolitan includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Metropolitan to work in a manner that violates any of the above rules, regulations, and/or ordinances.

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

School Boards NJSBA 2015
October 27 - 28, 2015
Atlantic City Convention Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
- Exhibitor's materials are delivered to Metropolitan's warehouse or to a show or exposition site for which Metropolitan Exposition Services, Inc. is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Metropolitan

1. **DEFINITIONS** - For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.

2. **PACKAGING & CRATES** – Metropolitan shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Metropolitan shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage, Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. **EMPTY CONTAINERS** – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Metropolitan assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Metropolitan labels; improper information on the empty labels. Metropolitan will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

4. **INBOUND SHIPMENT(S)** – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Metropolitan highly recommends the securing of security services from facility or show management.

5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Metropolitan highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Metropolitan by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Metropolitan and the actual count of such items in the booth at the time of pickup

6. **DELIVERY TO THE CARRIER FOR RELOADING** – Metropolitan assumes no responsibility for loss, damager, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Metropolitan loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Metropolitan assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.

7. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, Metropolitan shall have the authority to change the exhibitor designated carrier if that carrier does not pickup the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Metropolitan be responsible for any loss resulting from such rerouting designation.

8. **METROPOLITAN'S RESPONSIBILITIES** – Metropolitan shall be responsible only for those services which it directly provides. Metropolitan assumes no responsibility for any persons, parties, or other contracting firms not under Metropolitan's direct supervision and control. Metropolitan's performance hereunder is subject to, and Metropolitan shall not be responsible for loss, delay, or damager due to , strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Metropolitan's reasonable control, nor for ordinary wear and tear in the handling of materials.

9. **INSURANCE** – It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Metropolitan immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when exhibitor's materials are delivered to the carrier for transportation from the show site of from Metropolitan's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Metropolitan more than one (1) year after the date of loss or damage occurred.

a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Metropolitan relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Metropolitan for its services as an offset against the amount of any alleged loss or damager. Any claims against Metropolitan shall be considered a separate transaction and shall be resolved on their own merits.

b) Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less.

c) Breach of Contract and/or negligence only. Metropolitan's liability shall be limited to any loss or damage which results solely from Metropolitan's negligence in the actual physical handling of the items comprising exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Metropolitan be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damager, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor's failure to perform exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. **DECLARED VALUE** - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Metropolitan's maximum liability stated herein. Metropolitan will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Metropolitan will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

12. **JURISDICTION / ARBITRATION** - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the aware rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. **INDEMNIFICATION** - Exhibitor agrees to indemnify and forever hold harmless Metropolitan and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

- Exhibitor's negligent supervision of any labor secured through Metropolitan, or the negligent supervision of such labor by any of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Cotract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Metropolitan's equipment.
- Exhibitor's violation of Federal, State, County of Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

14. **WAIVER & RELEASE** - Exhibitor, as a materials part of the consideration to Metropolitan for material handling services, waives and releases all claims against Metropolitan with respect to all matters for which Metropolitan has disclaimed liability pursuant to the provisions of this Contract.

15. **SEVERABILITY** - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

METROPOLITAN exposition

Insurance 4 Exhibitors

Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

☐ **1 Event Day: $89.00** ☐ **4-10 Event Days: $119.00** ☐ **6 Month Policy: $475.00**
☐ **2-3 Event Days: $109.00** ☐ **11-30 Event Days: $199.00** ☐ **Annual Policy: $650.00**

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____

EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____

VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name _____

Address: _____ City: _____ State: _____ Zip code: _____

Email: _____ Country: _____ Telephone: _____

Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? ☐ YES ☐ NO

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

If yes, describe (we can still get you insurance) _____

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: _____ Additional Insured #2: _____

Address,City,ST,Zip: _____ Address,City,ST,Zip: _____

Any special wording or coverage needed: _____

Any Additional Information or notes: _____

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover ☐ Check (Payable to "Insurance for Exhibitors")

Card Number _____ Expiration Date: _____ Security Code: _____

Cardholder Name: _____ Cardholder Address: _____

Has any prior coverage been cancelled or non-renewed? ☐ Yes ☐ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge al information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) _____

I understand that no property is covered on this policy: ☐ I want a quote for property coverage: ☐

Insurance for Exhibitors
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: http://www.insurance4exhibitors.com
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 Fax: 440-815-2154

ATLANTIC CITY CONVENTION CENTER EXHIBITOR KIT

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

Atlantic City CONVENTION CENTER
Your Northeast Business Address

PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ ***COMPANY NAME:*** _____ ***BOOTH #:*** _____

SERVICE ORDER(S) PAYMENT FORM

Payment Required for Electrical, Cleaning and Plumbing. No Service will be provided without payment and completed service order forms. The Advance Rate will only be valid and processed for orders with payment received 15 days prior to the show opening date. By signing below you acknowledge and agree to these terms and authorize the Atlantic City Convention Center to charge your credit card. No credits will be issued on unused services installed as ordered. Claims cannot be considered unless filed by the exhibitor prior to the close of show. Cancellations must be faxed to our office three days prior to show opening date. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. No refunds will be issued on unused services installed as ordered.

Section 1 (Company Information)

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Contact Signature: _____
(Please Print)

Phone: _____ Fax: _____

Email Address: _____

Section 2 (Billing Credit Card Expiration Date Must Be Valid Throughout The Event Listed Above)

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA ☐ DISCOVER CARD

Card Number: _____ Expiration Date: _____ / _____
MONTH YEAR

Card Holders Name: _____
(Please Print)

Card Holders *(Signature)*: _____ Date: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Contact: _____ Phone: _____ Fax: _____

Section 3

☐ Please Check Here If Tax Exempt, Please fax New Jersey Tax Exempt Form with Payment

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form. ***Signature:*** _____

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

Atlantic City CONVENTION CENTER
Your Northeast Business Address

PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ *COMPANY NAME:* _____ *BOOTH #:* _____

PLUMBING LABOR

- All plumbing connections require labor. These charges will be applied to the card on file.
- Labor is billed in half-hour increments with a minimum of one hour. Dismantle labor is half that of the total installation labor.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am - 4:30pm. All other hours will be billed at overtime rates.
- Labor Rates: $85.00 per hour Regular Time. $170.00 per hour Overtime.
- Gas lines and labor will be charged from point of attachment to inside of booth.
- All gas lines are overhead.
- Official Show Plumber will make all interconnections between exhibitor owned machines/equipment.

COMPRESSED AIR

- The Official Show Plumber will not be responsible for moisture or water in airline. Exhibitor should supply their own filter or other equipment to handle moisture or water.
- The Official Show Plumber should have fifteen (15) days' notice if special regulators or filters are to be supplied on a rental basis only.
- Compressed air lines are 1/4", 1/2" and 3/8". Any other size is considered a special request. Call for quote.
- Air is available during show hours only. There will be an additional charge for use after hours. Call for rates.
- All connections must be made by the Official Show Plumber.
- **ANY COMPRESSOR THAT IS NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE IS NOT PERMITTED IN FACILITY.**

WATER LINES AND DRAINS

- Water and drain lines are priced by the foot, depending on location of booth and distance from plumbing service. 25 feet of line is included in the initial cost. Additional footage may be necessary in order to reach your booth and to avoid crossing aisles.
- Standard water lines are 1/2", 3/8", 1/2" and 3/4", Any other size is considered a special request. Call for quote.
- Water pressure may vary. If pressure is critical, a pressure regulator valve may be installed.
- Certain types of installations may require additional labor.
- Ramping will be available on a time and material basis.
- All connections must be made by the Official Show Plumber.
- **HAND CARRYING OF WATER IS PROHIBITED IN THE FACILITY.**

PLUMBING TERMS AND CONDITIONS

- All equipment must comply with all federal, state and local safety codes.
- Claims will not be considered unless filed by the exhibitor prior to close of show.
- All materials and equipment furnished by the Convention Center for this service shall remain the property of the Atlantic City Convention Center and shall be removed only by Convention Center plumbers at the close of show.
- Air and water pressures may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulation valve installed.
- Unless otherwise directed, Convention Center plumbers are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for any services installed and not used.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to ACCC management.

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form. *Signature:* _____

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

Atlantic City CONVENTION CENTER
Your Northeast Business Address

PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ *COMPANY NAME:* _____ *BOOTH #:* _____

PLUMBING SERVICE ORDER FORM

QUANTITY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
COMPRESSED AIR LINES – Plumber to make all connections/One connection per line				
	1/4" Air Line 15CFM	$245.00	$370.00	
	3/8" Air Line 30CFM	$395.00	$555.00	
	1/2" Air Line 50CFM	$495.00	$620.00	
	Additional Connections (to line ordered – ea.)	$95.00	$150.00	
Does not include Labor. Labor charge is additional				
WATER LINES – Plumber to make all connections/One connection per line				
	1/4" Water Line	$160.00	$245.00	
	3/8" Water Line	$190.00	$285.00	
	1/2" Water Line	$215.00	$295.00	
	3/4" Water Line	$245.00	$325.00	
	Additional Connections (to line ordered – ea.)	$95.00	$150.00	
Does not include Labor. Labor charge is additional				
DRAIN LINES – Plumber to make all connections				
	3/4" Drain Line	$150.00	$165.00	
	1" Drain Line	$185.00	$206.00	
	Additional Connections (to line ordered – ea.)	$95.00	$150.00	
Does not include Labor. Labor charge is additional				
NATURAL GAS LINES – Plumber to make all connections/One connection per line				
	1/2" Gas Line	$495.00	$740.00	
	3/4" Gas Line	$615.00	$925.00	
	1" Gas Line	$770.00	$1130.00	
	Additional Connections (to line ordered – ea.)	$105.00	$160.00	
Does not include Labor. Labor charge is additional				
WATER FILL & DRAIN – Includes regular Time Labor				
	Up to 100 Gallons	$120.00	$165.00	
	Additional 100 Ga	$40.00	$55.00	
			1. SUB TOTAL	$
			2. SALES TAX 7%	$
			3. PAYMENT ENCLOSED	$

Must submit Service Order Payment Form

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form. *Signature:* _____

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

Atlantic City Convention Center
Your Northeast Business Address

PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ *COMPANY NAME:* _____ *BOOTH #:* _____

LABOR REQUEST FOR ELECTRICAL/PLUMBING DISTRIBUTION:

MUST CHECK ONE

☒ OK to Proceed Without Supervision per Attached Floor Plan

☒ DO NOT Proceed - Exhibitor Will Call for Labor

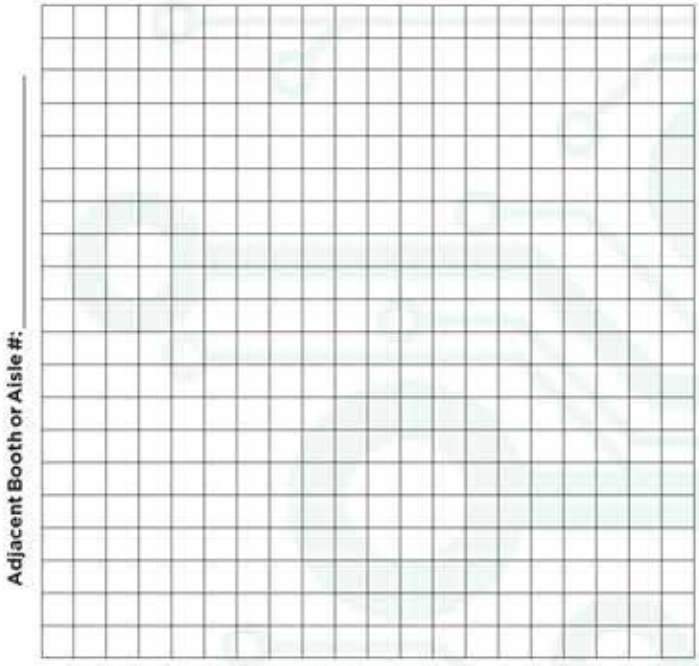
Date:_____ Time:_____

This Labor Order will not be processed until we receive a completed Electrical/Plumbing Order and Service Order Payment Form. Please indicate neighboring booth and aisle numbers. Every effort will be made to facilitate all requests however starting time can only be guaranteed when labor is requested to start at 8:00am. We request that a floor plan be submitted prior to your arrival on site.

(20' x 20') Circle the correct booth type and fill-in the proper orientation around your booth area. (1 Square = 1 Foot)

In-line Booth Peninsula Booth Island Booth

Adjacent Booth or Aisle #:_____



Adjacent Booth or Aisle #:_____ Adjacent Booth or Aisle #:_____

Adjacent Booth or Aisle #:_____

LEGEND FOR MARKING GRID PLEASE USE THESE SYMBOLS:

☒ = Main Drop Location
☒ = 2,000 watt / 20 amp
☒ = 1,000 watt / 10 amp
■ = 208 volt
◈ = Plumbing

CLEANING SERVICE ORDER FORM

USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING EXHIBIT HOURS.

VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

		Advance Rate	Regular Rate
☒ **ONE TIME**	Vacuum carpet before initial opening of event	**30¢**/sq. ft.	**42¢**/sq. ft.
☒ **DAILY**	Vacuum carpet before initial opening of event and daily thereafter	**25¢**/sq. ft.	**37¢**/sq. ft.

Exhibit Space: _____ ft. (x) _____ ft. = _____ sq. ft. (x) days $ _____ (x) $ _____ = TOTAL $ _____

PORTER SERVICE

	Advance Rate	Regular Rate
Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours.	**$99.00**	**$140.00**

Please check preference below:

☒ **DAILY** ☒ **ONCE**

Specify Day _____ Date: _____ Porter Service: _____ days (x) amount per day $ _____ = TOTAL $ _____

SUBTOTAL ESTIMATED CLEANING ORDER: $ _____

Must submit Service Order Payment Form

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form. *Signature:* _____

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

Atlantic City CONVENTION CENTER
Your Northeast Business Address

PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ *COMPANY NAME:* _____ *BOOTH #:* _____

ELECTRICAL SERVICE ORDER FORM

Circle connection requiring 24 hour power. If 24 hour power required, add 50% Service Total.

QUANTITY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
120 V LIGHTING & UTILITY OUTLETS				(2 Outlets per connection)
	Up to 1000 watts	$120.00	$180.00	
	Up to 2000 watts	$150.00	$225.00	
208V 1ø MOTOR AND EQUIPMENT OUTLETS *(Floor Plan required)* All 208V connections require labor which will be billed at show.				Maximum of one (1) Connection per outlet.
	20 Amp	$320.00	$480.00	
	30 Amp	$390.00	$585.00	
	60 Amp	$680.00	$1020.00	
	100 Amp	$845.00	$1270.00	
	200 Amp	$1320.00	$1990.00	
208V 3ø MOTOR AND EQUIPMENT OUTLETS *(Floor Plan required)*				Maximum of one (1) Connection per outlet.
	20 Amp	$395.00	$590.00	
	30 Amp	$465.00	$690.00	
	60 Amp	$745.00	$1100.00	
	100 Amp	$895.00	$1300.00	
	200 Amp	$1550.00	$1950.00	
TRANSFORMER(S) Circle Outlets Requiring Boost				
	Boosts 208V to 230V	$165.00	$230.00	
480V 3ø MOTOR AND EQUIPMENT OUTLETS *(Floor Plan required)* All 480V connections require labor which will be billed at show.				Maximum of one (1) Connection per outlet.
	30 Amp	$870.00	$1300.00	
	60 Amp	$1120.00	$1635.00	
FLOOD LIGHTS Price includes outlet and labor. Placement of floodlights is at the front corner(s) of your in-line booth. Any other location(s) or installation time may require an additional labor charge.				
	Stem Lights	$100.00	$130.00	
	120 Watt	$105.00	$150.00	
	Dbl 120 Watt	$135.00	$205.00	
	250 Watt Krypton	$140.00	$210.00	
	Overhead Quartz*	$355.00	$540.00	
			1. SUB TOTAL	$
			2. SALES TAX 7%	$
			3. PAYMENT ENCLOSED	$

NOT AVAILABLE AT SOME LOCATIONS.
FLOOR PLAN IS REQUIRED FOR QUARTZ LIGHTS.

Must submit Service Order Payment Form

ALL CONNECTION AND LABOR RATES SUBJECT TO CHANGE

ACCCE is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by an ACCCE electrician. ACCCE will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by an ACCCE electrician. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form. *Signature:* _____

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

Atlantic City CONVENTION CENTER
Your Northeast Business Address

PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ *COMPANY NAME:* _____ *BOOTH #:* _____

ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state and local safety codes.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Claims will not be considered unless filed by the exhibitor prior to close of show.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to ACCC management.
- No credits will be issued on unused services installed as ordered.

ELECTRICAL LABOR RULES AND RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am - 4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: $107.00 per hour Regular Time, $215.00 per hour Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of the total installation time. This service will be billed at the tear out rate of $158.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus $275.00 lift rental.
- Boom Lift Rental: prevailing labor rates (one hour minimum) plus $500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of in-line and peninsula booths unless otherwise ordered by the exhibitor.
- All 110 volt electrical outlets for Island Booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided.
- Any additional power locations are chargeable on a time and material basis.
- Distribution and connection of outlets are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

ACCC ELECTRICAL JURISDICTION

(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wiring connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect equipment pre-wired to plug into our system.

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form. *Signature:* _____

2015 EXHIBITOR AUDIO VISUAL ORDER FORM

PSAV PRESENTATION SERVICES
1 Convention Blvd., Atlantic City, NJ 08401
Tel: 609.449.2474 Fax: 609.449.2475

Questions? Call 609-449-2474 or email: SJOST@PSAV.COM

CUSTOMER INFORMATION — **2015 NJSBA WORKSHOP & EXPOSTION**

Booth Number _____ Booth Name _____
Company _____ On-site Contact _____
Address _____ On-site Cell _____
City _____ State & Zip _____
Ordered By _____
Phone _____ Fax _____
Email _____

Onsite Deliver/Setup:
Delivery Date _____
*Time frame (circle one): **1pm-3pm or 3pm-5pm**

ALL PRICING IS FOR LENGTH OF SHOW **Please call for items not listed on form.**

Monitors (Includes Speakers)	Qty	On or Before October 12th — Advanced Discount Rate	After October 12th — Standard Rate	Total
19" LCD Data Monitor		$ 135.00	$ 160.00	
32" LCD Video and Data Monitor		$ 250.00	$ 275.00	
40" LCD Video and Data Monitor		$ 385.00	$ 410.00	
50" Plasma Video and Data Monitor		$ 495.00	$ 520.00	
52" LCD Video and Data Monitor		$ 495.00	$ 520.00	
Larger LED Monitors Available Upon Request		***Please Call for Quote***		

IMPORTANT INFORMATION:

What source will be used with the monitor(s)? Computer _____ ; DVD/VCR or other Video Device_____; Multiple_____; Other (please specify)_____

MAC USERS: PSAV does not supply conversion video adaptors. Please be sure to bring your own.

Video	Qty	Advanced Rate	Standard Rate	
Projector Package(LCD, 8' Screen, cart & cables)		$ 465.00	$ 490.00	
Screen Package(8' Screen, cart & cables)		$ 120.00	$ 145.00	
DVD/Blu-Ray Disc Player		$ 90.00	$ 115.00	
Laptop Computer		$ 235.00	$ 260.00	

Audio	**Please Circle One**	Qty	Advanced Rate	Standard Rate	
Wired Handheld Microphone on Mic Stand			$ 65.00	$ 90.00	
UHF Wireless Microphone	**Handheld** **Lavaliere**		$ 180.00	$ 205.00	
Individual Self Powered Speaker with stand *(up to 25 people)*			$ 130.00	$ 155.00	
4 Channel Audio Mixer			$ 60.00	$ 85.00	

PSAV reserves the right to modify this form at any time.

EQUIPMENT TOTAL

Terms & Conditions

Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
PSAV will **NOT** deliver equipment to an unattended booth. An authorized representative must sign for all equipment.
Delivery & Pickup labor charges include drayage, delivery, setup, on-site service and pickup.

Damage Waiver

If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **PSAV's Equipment Loss and Damage Acknowledgment**.
Sales taxes are estimated and are due on all equipment and labor.

If you are tax exempt, please provide us with a copy of the New Jersey form

Cancellations received within 24 hours of the scheduled delivery date are subject to 50% of the order total.

Delivery & Pickup Labor **(18 % OR $125 Min)**	
DAMAGE WAIVER	
SALES TAX **7%**	
Grand Total	

CREDIT CARD INFORMATION circle one — VISA MasterCard American Express DISCOVER

**** denotes required***

****Name on Card*** _____ ****Company*** _____
****Card Number*** _____ Billing Address _____
****Expiration Date*** _____ City/State _____
Security Code _____ ****Billing Zip*** _____
****Card Holder Signature*** _____ Phone Number _____

Mail order with Payment to: PSAV ***Paying by Check?*** Please allow PSAV to confirm total PRIOR to SENDING check.

Smart City Help Desk
(888) 446 - 6911

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:		Show Dates: / / To / /
Billing Company Address:		Incentive Order Deadline: 14 Days Prior 1st Day Show Move-in
City, State / Country, Zip:		Phone Number: ( ) -
Contact:	Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa	Expire Date(MM/YY): /	Cell Number: ( ) -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.
With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at www.smartcitynetworks.com/order/tc.aspx?center=018

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:

Wireless services are NOT included on this form – contact the Help Desk for wireless options

Dedicated Wired Internet Routers Allowed	Premium High Speed Wired Internet No wired or wireless routers	Basic Wired Internet No wired or wireless routers
Connection speeds of 3Mbps and up **Required for**: • Web Casting • HD Streaming • Routers(wired or wireless) **Includes 5 Static Public IP Addresses**	Shared Connection speeds up to 10Mbps **Recommended for**: • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads **Includes 1 Static Private IP Address**	Shared Connection speeds up to 1.54Mbps **Recommended for**: • Email • Surfing the Internet **Supports 1 device only**

Important! All online orders will receive a 5% discount.

ORDER ON LINE: https://www.smartcitynetworks.com/Order/Ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		$1,095	$1,395	$1,674	
b. Additional Devices for Premium Service		$150	$185	$222	
c. Upgrade to Public IP Address for Premium Internet Service		$199	$299	$358	
d. Basic Internet Service		$695	$895	$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		$3,495	$4,370	$5,244	
b. Dedicated 6Mbps		$5,900	$7,375	$8,850	
c. Dedicated 10Mbps		$7,850	$9,810	$11,772	
d. Upgrade to 29 Public Static IP Addresses		$995	$1,194	$1,433	
Higher Bandwidth Services Available Online		www.smartcitynetworks.com/Order/Ordering.aspx			
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		$185	$225	$270	
b. Patch Cable (up to 50') – Cat5e		$50	$62	$74	
c. Labor / Floor Work – Fee Per Hour		$125	$125	$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – ☐ Instrument, ☐ Non Dial 9, ☐ Int'l LD		$275	$345	$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		$415	$520	$624	
c. Speaker Phone Line w/ Polycom Instrument		$465	$575	$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				**ESTIMATED 10% TAX / FEES**	
				GRAND TOTAL	

For Smart City Use Only:	**Customer No: 2015 - 018 -**

Network Security Declaration

Center: Atlantic City CC – (018) – NJ **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2015 - 018 - _____

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity

Floor Plan – Communications Cable

Center: Atlantic City CC – (018) – NJ **Company Name:** _____

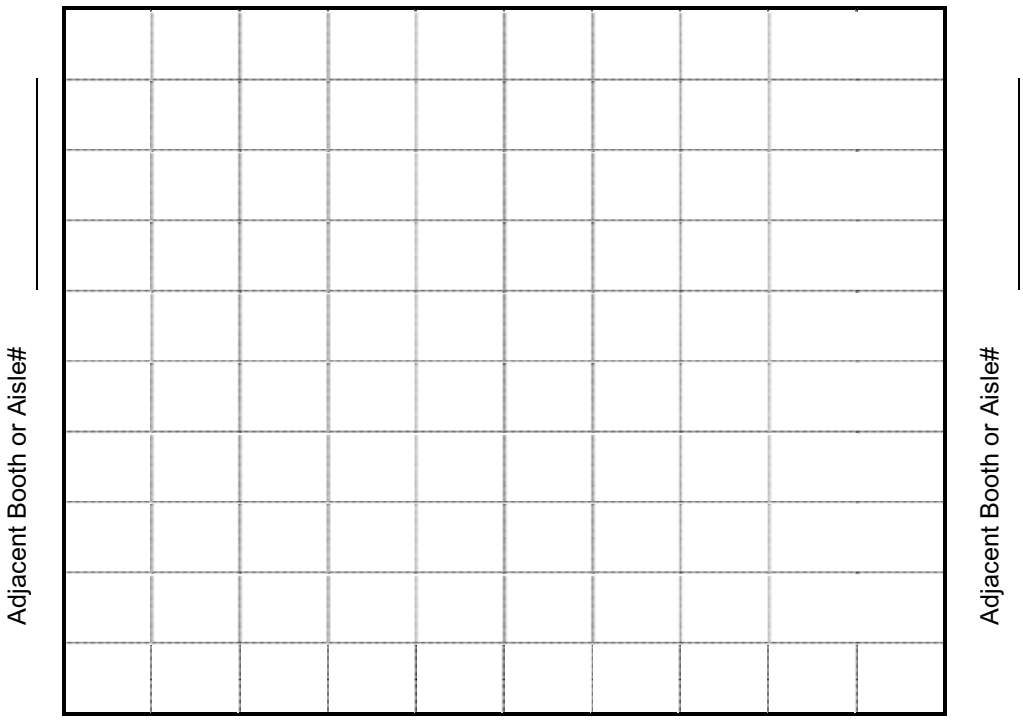
Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2015 - 018 -

Voice and Data communications cabling. Smart City is the **official installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____



Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

EXHIBITOR SAMPLING GUIDELINES

The practice of exhibitors bringing in their own food or beverage is in direct conflict with the Ovations Food Services exclusive contract at the Atlantic City Convention Center & Boardwalk Hall. Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage item be required to notify Ovations Food Services in writing as to the nature of the proposed product giveaway (fees are applicable unless waived by Ovations Food Services or purchased through Ovations Food Services).

Sampling of food or non-alcoholic beverage items would not be permitted if the item being dispensed has no relation to such exhibitor's business.

Ovations Food Services and the Atlantic City Convention Center & Boardwalk Hall require all food and non-alcoholic beverage to be of sample size portions; 2 ounce portions for food and 4 ounce cups for non-alcoholic beverages. A written approval must then be obtained from Ovations Food Services at least (7) seven working days prior to the show opening.

If your sample requires you to cook on the show floor the following are approved cooking apparatus: George Foreman Grills, Panini Grills, Induction Cookers, Butane Stoves, Toaster Ovens, Sauté Pans (not using grease or oils), Pressure Cookers, Deep Fryers with built-in suppression Systems and NJ State Fire Inspector Approval.

Not approved are Electric Grills for cooking steaks or any items creating "Grease Laden Vapors".

All booths cooking food must be clear of all combustible materials and contain at least 1 (one) 20 BC rated fire extinguisher. Open flame units will require a fire permit. See your Event Manager for additional details.

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board for the State of New Jersey (fees are applicable unless waived by Ovations Food Services or purchased through Ovations Food Services). Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Please refer to the Exhibitors Agreement for further specifications. You must also hire an Ovations union bartender to serve any alcoholic beverages. Bartender fee is $250.00 four hour minimum then $25.00 for each additional hour. Samples are limited to 1 ounce of beer or wine and 1/2 ounce of spirituous liquors.

Alcoholic Samples are to only be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: "Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D is required"

Insurance Requirements:
General Certificate Liability Insurance for $2,000,000 Each Occurrence and $2,000,000 Aggregate. Certificate must name as additional insured **Ovations Food Services and Atlantic City Convention Center** on a primary/noncontributory basis.

Any exhibitor providing samples of food and non-alcoholic beverage must operate within the local Health Department Guidelines.

SAMPLING AUTHORIZATION FORM

Deadline: 30 days prior to event

Please submit the following information for approval to distribute your product as a sample to attendees. When preparing your samples, be sure to abide by all sampling and food preparation rules as described in guidelines. Only food and beverage manufacturers may serve sample **"bite size", 2oz or less portions of their own food products and 4oz. container of non-alcoholic beverages.**

Company Name: _____ **Booth #**: _____

Contact Name: _____

Phone: _____ **Email**: _____

Description of Product(s) to be distributed for sampling:

_____ Sample Size _____

_____ Sample Size _____

_____ Sample Size _____

_____ Sample Size _____

Method of Distribution: ☐ Sealed Package ☐ Cooked Sample (plate, napkin, toothpick, other)

☐ Cup (Liquid) ☐ Cup (Solid)

Does product need additional preparation on-site prior to distribution? ☐ Yes ☐ No
If yes: ☐ By your staff in the booth ☐ By in-house kitchen staff

Product is served: ☐ Hot ☐ Cold ☐ Room Temperature

Product is stored in: ☐ Booth ☐Refrigerated storage ☐ Frozen storage

Return to:

FAX OR EMAIL TO:

Sharon Henschel
Ovations Food Services
Atlantic City Convention Center
1 Convention Boulevard | Atlantic City, NJ 08401
Phone: 609.449.2058 | Fax: 609.449.2416
Email: Sharon.Henschel@Ovationsfs.com

Ovations
EVERYTHING'S FRESH!
a subsidiary of COMCAST SPECTACOR

New Jersey School Boards 2015

WELCOME TO ATLANTIC CITY!

We are excited to be the choice caterer in delivering your booth service needs. Ovations Food Services is committed to detail, timing, and quality as we deliver friendly service to each exhibitor at this year's show. You will find that you can expect a higher standard in your overall food service experience. We are a full service company that specializes in catered events.

We have combined your favorite food service choices with some regional fare to create menu selections for this year's show. We provide staff that is experienced in booth service delivery as well as on-site separate preparation chefs and managers. This enables us to ensure that your booth guests receive fresh, delicious food in an efficient manner.

Pertinent Exhibitor Information

All food and beverages served within the exhibit halls must be ordered through Ovations Food Services, the exclusive caterer at the Atlantic City Convention Center and Boardwalk Hall. No food or beverage will be permitted to be brought into the convention center without prior written authorization by Ovations Food Services management. ***If you import products without written authorization, you will be asked to remove them from the show floor. This includes traffic promoters such as bottled water, popcorn, candy, etc.***

We require 100% payment of the food service purchased by either check or credit card along with a signed contract.

All orders will be charged a 23% catering supplement fee plus applicable tax. If an exhibitor needs tables for food service, arrangements should be made with the official show decorator. Scheduled booth services canceled at the time the show is in process will incur 100% of the estimated charges.

Alcoholic beverages may not be brought onto the premises during this event.

A final guarantee of attendance is required 3 working days prior to all food and beverage events.

Cancellation policy – any cancellation made less than 72 hours in advance will be subject to a cancellation fee up to the full price of the order.

Food and Beverage Sampling

Atlantic City Convention Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by Ovations Food Services. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 2 ounces of non-alcoholic beverages and 2 ounces of a food sample. Exact descriptions of sample and portion size must be submitted to the Ovations Office for written approval 14 days prior to the opening of the event. The distribution of alcoholic beverages is strictly prohibited. Any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file with the New Jersey Department of Health.

ALL ORDERS RECEIVED WITHIN 72 HOURS OF THE SHOW WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE & OVATIONS MAY NOT BE ABLE TO ACCOMMODATE THESE ORDERS.

How to order

We have dedicated a catering sales representative who specializes in shows like yours. Our dedicated Booth Service number is ***(609) 449-2337****. You may also fax your food and beverage booth service order to our office. Our office fax number is* ***(609) 449-2416****. All information faxed must be sent one week prior to show start along with credit card information. You may also mail your information. To guarantee delivery it must be received one week in advance. Our mailing address is:*

Ovations Food Services
Atlantic City Convention Center
One Convention Boulevard
Atlantic City, NJ 08401
Attn: Catering Sales

BREAKFAST ITEMS

MUFFINS OR DANISH	$35.00 */ dozen*
BAGELS WITH CREAM CHEESE	$31.00 */ dozen*
DONUTS	$36.00 */ dozen*
CINNAMON ROLLS	$36.00 / dozen
ASSORTED FRUIT YOGURT	$3.25 *each*

SNACKS

FRESH BAKED BROWNIES	$31.00 */ dozen*
FRESH BAKED COOKIES	$31.00 */ dozen*
SOFT PRETZELS with SPICY MUSTARD	$45.00 */ dozen*
CHIPS & SALSA (Serves 25)	$60.00 *each*
CHIPS & DIP (Serves 25)	$60.00 *each*
INDIVIDUAL BAGS OF CHIPS	$20.00 / *dozen*
ASSORTED CANDY BARS	$20.00 / *dozen*
DELUXE MIXED NUTS	$23.00 */ pound*
PARTY MIX	$15.00 */ pound*
TRAIL MIX	$15.00 */ pound*
INDIVIDUAL ICE CREAM TREATS	$40.00 */ dozen*

CANDY BY THE POUND

HOSPITALITY MINTS	$12.00 */ pound*
STARLIGHT MINTS	$12.00 */ pound*
HERSHEY'S KISSES	$14.00 */ pound*

REFRESHMENTS AND BEVERAGES

FRESHLY BREWED COFFEE	$45.00 */ gallon*
FRESHLY BREWED DECAF	$45.00 */ gallon*
HOT WATER AND 16 TEA BAGS	$40.00 */ gallon*
FRESHLY BREWED ICED TEA	$40.00 */ gallon*
ASSORTED COCA COLA SOFT DRINKS 12 oz	$3.00 *each*
BOTTLED WATER DASANI 20OZ	$4.00 *each*
INDIVIDUAL BOTTLED JUICES	$3.75 *each*

WATER COOLER

ELECTRIC WATER COOLER $125.00 */day*

Initial Setup includes Electric Cooler; Five Gallon Water Tank & Cups
Requires 110-volt/1000 watts connection

FIVE GALLON WATERBOTTLE REFILL $25.00 *per refill*

DELI PLATTERS AND PARTY TRAYS

	Serves 10-15	Serves 20-25	Serves 35-40
FRESH VEGETABLE TRAY	Small $50	Medium $80	Large $125
GOURMET CHEESE & FRUIT	Small $125	Medium $175	Large $225
ASSORTED DELI SANDWICHES	Small $140	Medium $230	Large $275

BOX LUNCH SELECTIONS

All boxed lunches includes Apple, Chips, Sweet Treat, & Bottled Water

CHICKEN OR TUNA SALAD $18.95
On a Large Croissant with Cheese, Lettuce & Tomato

ROASTED TURKEY BREAST & CHEESE $18.95
On a Soft Hoagie Roll with Lettuce & Tomato

HONEY GLAZED HAM & CHEESE $18.95
On a Soft Hoagie Roll with Lettuce & Tomato

CENTER CUT ROAST BEEF & CHEESE $18.95
On a Soft Hoagie Roll with Lettuce & Tomato

VEGETARIAN WRAP $18.95
Balsamic Grilled Portabella Mushroom with Fire Roasted Red Peppers, Spring Mix and Buffalo Mozzarella with Pesto

CAKE WITH LOGO OR SPECIAL MESSAGE

	HALF SHEET CAKE: (Serves 40)	FULL: (Serves 75)
BUTTERCREAM	$80.00	$155.00
STRAWBERRY SHORTCAKE	$90.00	$165.00
ITALIAN RUM	$90.00	$165.00
BLACK FOREST	$90.00	$165.00
GERMAN CHOCOLATE	$110.00	$180.00
TIRAMASU	$110.00	$180.00
CHOCOLATE MOUSSE	$110.00	$180.00

OTHER OPTIONS

ICE (40LB BAG)	$25.00 *per bag*
STORAGE COLD	$6.10 *per cubic ft/per day*
POPCORN MACHINE RENTAL	$325.00 */ per day*

- *Includes 12 Popcorn Kits and Unlimited Bags*

POPCORN ATTENDANT $150.00 */ 4 hr minimum*

BOOTH SERVICES ORDER FORM

COMPANY **CONTACT**

STREET ADDRESS

CITY **STATE** **ZIP CODE**

PHONE NUMBER **FAX NUMBER** **E -MAIL**

TRADE SHOW **NJSBA 2015** **BOOTH NUMBER**

ON -SITE AUTHORIZED CONTACTS

DAY/DATE	REQUESTED DELIVERY TIME	ITEM DESCRIPTION	QUANTITY	PRICE

ESTIMATED SUBTOTAL _____

23% SERVICE CHARGE _____

ESTIMATED SUBTOTAL _____

7% SALES TAX _____

INSTRUCTIONS:
FILL OUT ORDER FORM AND FAX YOUR ORDER TO *609.449.2416* OR CALL CATERING SALES AT 609.449.2337

1. A 23% catering supplement fee, 7% sales tax and 3% city liquor tax (where applicable) will be added to total.
2. Food service function sheets and the total amount due will be sent to you. PLEASE contact us if you do not receive confirmation of your services.
3. All replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to this credit card.
4. Cancellations require a 72 hour notice or full charges will be incurred.

VISA MasterCard AMERICAN EXPRESS

(CIRCLE ONE)

CREDIT CARD NUMBER

EXPIRATION DATE: _____ **SIGNATURE:** _____

NAME AS IT APPEARS ON CARD: _____ **SECURITY CODE:** _____

MAIL, FAX OR EMAIL TO: Ovations Food Services | Atlantic City Convention Center | 1 Convention Boulevard | Atlantic City, NJ 08401
Phone: 609.449.2337 | Fax: 609.449.2416 | Email: Jessica.Salway@Ovationsfs.com

REQUEST FOR SECURITY SERVICES

Atlantic City Convention Center
One Convention Boulevard
Atlantic City, NJ 08401
Phone: (609) 449-2291 Fax: (609) 449-2464

Event Name_____Date _____Booth #_____
Company_____ Authorized By_____
Address_____City_____State_____Zip_____
Phone_(____)_____Fax_(___)_____On Site Representative_____
Dates for requested Service_____to_____
ADVANCE DEADLINE DATE: 15 Days prior to event opening

METHOD OF PAYMENT

- Orders must be received 14 days prior to show opening in order to receive the Advance Order Rate
- Payment may be made by cash, check, money order or credit card, and must be in US Funds. A valid credit card number must be on file as guarantee of payment. Any remaining balance will be posted to the credit card. A $30.00 charge will be made for returned checks. Orders placed on site must be paid by cash, credit or money order. Checks should be made payable to "Atlantic City Convention Center".

Select Payment Option:
___Check with Credit Card ___Credit Card for all services ___Money Order/Credit Card ___Cash/Credit Card

Credit Card # _____ Exp. Date _____ Circle one: VISA AMEX MC

Print Name of Cardholder_____ Authorized Signature_____

GENERAL CONDITIONS:

- 48 hours minimum notice to ensure availability
- All individual booth security will be provided by the Atlantic City Convention Center
- Exhibitors will be required to sign security guards in and out at booth site
- All hours will be kept at straight time unless the exhibitor does not relieve the guard at the pre-arranged time. Overtime rates will apply if the guard has worked more than eight (8) hours.
- A four (4) hour minimum per guard is in effect at all times.
- There will be an additional hourly charge per shift for the guard's breaks and lunch. Two fifteen (15) minute breaks. One-half hour lunch break.

RATES OF SERVICE

	ADVANCE RATE	STANDARD RATE
Straight time rate	$24.00 per hour	$27.00 per hour
Overtime rate	$35.00 per hour	$40.00 per hour

DATES OF SERVICE	HOURS OF SERVICE
_____	_____
_____	_____
_____	_____
_____	_____

Whom to report to:_____

PAYMENT FOR SERVICES MUST ACCOMPANY ALL ORDERS.
ALL FOREIGN EXHIBITORS MUST HAVE ENTIRE BALANCE PAID IN ADVANCE OF SHOW IN UNITED STATES CURRENCY.

FAX CREDIT CARD ORDERS OR MAIL CHECK AND FORM TO:

ATLANTIC CITY CONVENTION CENTER
ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401
TELEPHONE: (609) 449-2291 FAX: (609) 449-2464

Rates Subject To Change Without Notice

Revised as of 01/01/2010

TRC SHOWLEADS
Capture more than a card

Innovative Lead Retrieval Solutions

1 ShowLeads Lite Lead Capture Simplified

- ✓ Quickly capture exact contents of barcode (Scan only)
- ✓ Our best selling solution
- ✓ Fits in the palm of your hand
- ✓ Scans instantly
- ✓ Does not require power
- ✓ Leads available within 1 business day

2 ShowLeads Plus Enhanced Features

All of the features of our ShowLeads Lite combined with TRC's iPod Touch so you can:

- ✓ Customize qualifiers (Additional fees apply)
- ✓ Easily take notes & edit your leads
- ✓ Record voice memos and take pictures
- ✓ Printer option available

3 ShowLeads Smartphone App "Real-Time" Solution

Application you download on your iPhone or Android for quick and easy lead capture

- ✓ Instant online access to your leads
- ✓ Follow up with leads immediately
- ✓ Send emails from the trade show floor

TRC TECHNOLOGY RESOURCE CORPORATION

800.922.8646
29 Emmons Drive - Suite F-10
Princeton, NJ 08540
www.trcshowleads.com

WORKSHOP 2015
PARTNERS IN STUDENT ACHIEVEMENT
OCT. 27-29, 2015 • ATLANTIC CITY CONVENTION CENTER
Empowering the 21st Century Student

New Jersey School Boards Association

October 27 – 29, 2015
Atlantic City Convention Center
Atlantic City, New Jersey

Lead Retrieval Order Form

TRC SHOWLEADS
Capture more than a card

Contact Name/Title

Company Name

Booth # (Required)

Address

City | State | Zip Code

Country | Phone

E-mail | Fax

Delivery Contact | Phone Number

○ Check (Payable in U.S. funds to: TRC Corporation) ○ Visa ○ MC ○ Amex

Card Number | Expiration date

Cardholder Name | Cardholder Signature

Credit Card Holder Address if different from above

Address | City | State | Zip

1. Complete and sign the form
2. Fax or email the form back to TRC at
Email courtney@trcbadgerite.com

Terms and Conditions

1. To ensure your order is processed, please sign and return this Authorized Order Form to Technology Resource Corporation. Orders must be canceled at least one week prior to delivery to avoid a cancellation fee. The cancellation fee is 50% of the total charge for orders canceled five to seven days prior to the show and 100% of the total charge for orders canceled less then five days prior to the show. Delivery charges apply to all cancellations.
2. The total rental amount will be processed at the time the order is placed
3. Once exhibitor is in possession of the scanner/s, the exhibitor is responsible for 100% of of the value of lost or damage equipment.

My signature authorized TRC to charge my card account (identified left) for: the total rental amount (identified below); any applicable cancellation fees; and, any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified below)for the repair or replacement cost of any damaged and or lost equipment.
All equipment must be picked up from the TRC service desk unless the delivery option is chosen. Your order will be confirmed via e-mail or fax. Please provide an accurate address below. Please make sure you receive a confirmation to ensure your order was placed for the show. Delivered equipment must be returned to the TRC Service Desk by the exhibitor at the end of the event. Leads will be available to you within one business day of the closing of the show.

ShowLeads Products

Leads will be available within 1 business day from the end of the show

		Advanced Rate Thru 10/12/2015	Standard Rate After 10/12/2015	Number Of Units	Cost	Ext. Cost
1	**ShowLeads Lite** — Lead Capture Simplified	$310	$375			
2	**ShowLeads Plus** — Enhanced Features Featuring Apple iPod	$370	$445			
3	**ShowLeads Smartphone App** — "Real-Time" Solution Each Additional License $150	$265	$315			

Additional Services

A) Custom Surveys (For ShowLeads Plus and App only)	$85	$100			
B) Bluetooth Printer (For ShowLeads Plus Only, One Printer Per Scanner)	$75	$95			
C) Delivery to your booth	$75	$75			

Show Code 21940

TRC TECHNOLOGY RESOURCE CORPORATION

For assistance call toll-free:
800-922-8646 Ext. 122
Or e-mail us at: courtney@trcbadgerite.com

Fax orders to: 609-720-1701
Mail orders to: TRC Corporation
29 Emmons Drive - Suite F10
Princeton, NJ 08540

Sub Total
Sales Tax 7%
Grand Total

TRC SHOWLEADS
Capture more than a card

Custom Survey Form

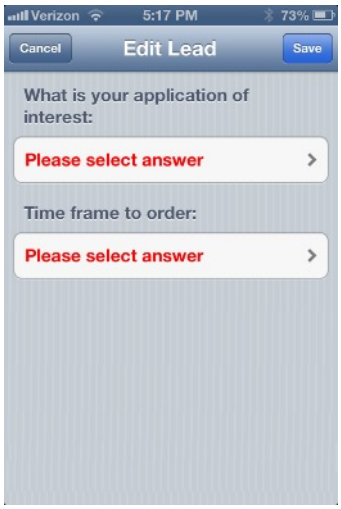
Fees Apply - See "Additional Services" on page 2

Company Name _____ **Phone** _____

Guidelines

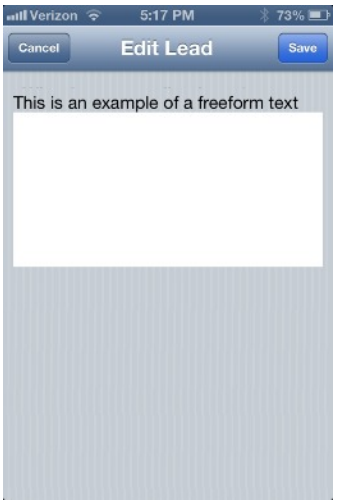
1. **You can have up to four questions per screen (page).**
2. **Questions may be asked and answered using three possible formats. (see illustration below)**
3. **Single and multiple choice questions may have a maximum of six possible answers.**

Single Answer



Multiple Answer

Freeform Answer



Choose Question Type

Question 1 **Single Answer** ◯ **Multiple Answer** ◯ **Freeform Answer** ◯

Type Question _____

100 characters maximum

Answer 1:		**40 characters maximum**
Answer 2:		**40 characters maximum**
Answer 3:		**40 characters maximum**
Answer 4:		**40 characters maximum**
Answer 5:		**40 characters maximum**
Answer 6:		**40 characters maximum**

TRC SHOWLEADS
Capture more than a card

Question 2 Single Answer ◯ Multiple Answer ◯ Freeform Answer ◯

Type Question

100 characters maximum

Answer 1:		40 characters maximum
Answer 2:		40 characters maximum
Answer 3:		40 characters maximum
Answer 4:		40 characters maximum
Answer 5:		40 characters maximum
Answer 6:		40 characters maximum

Question 3 Single Answer ◯ Multiple Answer ◯ Freeform Answer ◯

Type Question

100 characters maximum

Answer 1:		40 characters maximum
Answer 2:		40 characters maximum
Answer 3:		40 characters maximum
Answer 4:		40 characters maximum
Answer 5:		40 characters maximum
Answer 6:		40 characters maximum

Question 4 Single Answer ◯ Multiple Answer ◯ Freeform Answer ◯

Type Question

100 characters maximum

Answer 1:		40 characters maximum
Answer 2:		40 characters maximum
Answer 3:		40 characters maximum
Answer 4:		40 characters maximum
Answer 5:		40 characters maximum
Answer 6:		40 characters maximum